

The Golden Guide

to
*Miami-Dade County
Codes*
(fourth edition)

Team 
METRO
*Your neighborhood
county service center*

MIAMI-DADE COUNTY



Updated 4/01



Dear fellow Miami-Dade Countyans:

During the last several years, Miami-Dade County has grown tremendously in numbers. People from all over the world have moved to South Florida. As such, we must move to educate all the residents of Miami-Dade County on their

responsibilities as residents and property owners. Doing so will assist us in maintaining our neighborhoods safe and clean.

Putting people first is one of my priorities. In that tradition, I am pleased to share with you "The Golden Guide to Miami-Dade County Codes." This user-friendly manual provides valuable information on the Codes that regulate Miami-Dade County. Its simple language makes it easier for residents to learn, follow and observe the building codes that govern Miami-Dade County.

I hope this book will be a useful tool as we strive to keep Miami-Dade County beautiful.

Sincerely,

*Alex Penelas
Mayor*

Dear resident:

As an elected official, I work on a daily basis to preserve and enrich the quality of life for all residents of Miami-Dade County. However, we must work together to make this community a better place to live. One of the avenues to maintain and improve our neighborhoods is through education. If we can successfully educate our residents on the basic regulations that property and business owners must adhere to throughout our neighborhoods, we will live in a safer and more harmonious community.

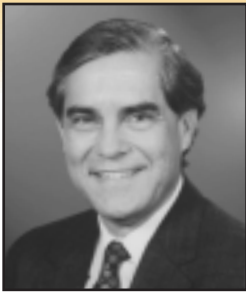


It is with pleasure that I introduce "The Golden Guide to Miami-Dade County Codes." This book was written in an effort to reach out and inform our county's residents of the various codes of Miami-Dade. Its language is user-friendly and its content is extremely useful.

I am certain that this publication will be of value to everyone. May this book help you in preserving the beauty of our neighborhoods.

With warmest regards,

*Senator Gwen Margolis
Chairperson
Board of County Commissioners*



Dear resident:

I am pleased to present you with your own copy of "The Golden Guide to Miami-Dade County Codes." In 1995, I sponsored a resolution asking the County Manager to develop a manual to educate and inform Miami-Dade County citizens regarding consumer services, code enforcement, and public safety regulations. I think that this manual is useful as a tool to

educate the residents of our community on our local laws. It makes no sense to sit in the Miami-Dade County Chambers passing laws, when the general public has no idea that these laws exist for their benefit and protection. Furthermore, I think that more people would comply with our local laws and regulations if they knew just what these laws are, and understand them.

The County Manager asked Team Metro to put together this manual, since they are the department responsible for residential code compliance. Local regulations and code enforcement are necessary evils if we are going to preserve the quality of life in our residential neighborhoods. However, the most effective and the best form of code compliance is voluntary compliance through education. This is also the dual role of Team Metro.

This is a community comprised of a large number of residents who have moved here from other states and countries. Many of these new residents find it difficult to keep abreast of Miami-Dade County's complex regulations and laws. This educational and informational manual is written in layman's language so that the average resident can understand all of our local laws and regulations.

The manual is essentially a resident's guide to being a good citizen of this community. Residents who read the manual will become familiar with what they can and can't do, as well as where to call to solve a neighborhood problem.

I welcome your comments on how we can improve future editions of "The Golden Guide to Miami-Dade County Codes," so that we can better serve the residents of this community.

Warmest regards,

*Javier Souto
Miami-Dade County Commissioner
District 10*



NOTES

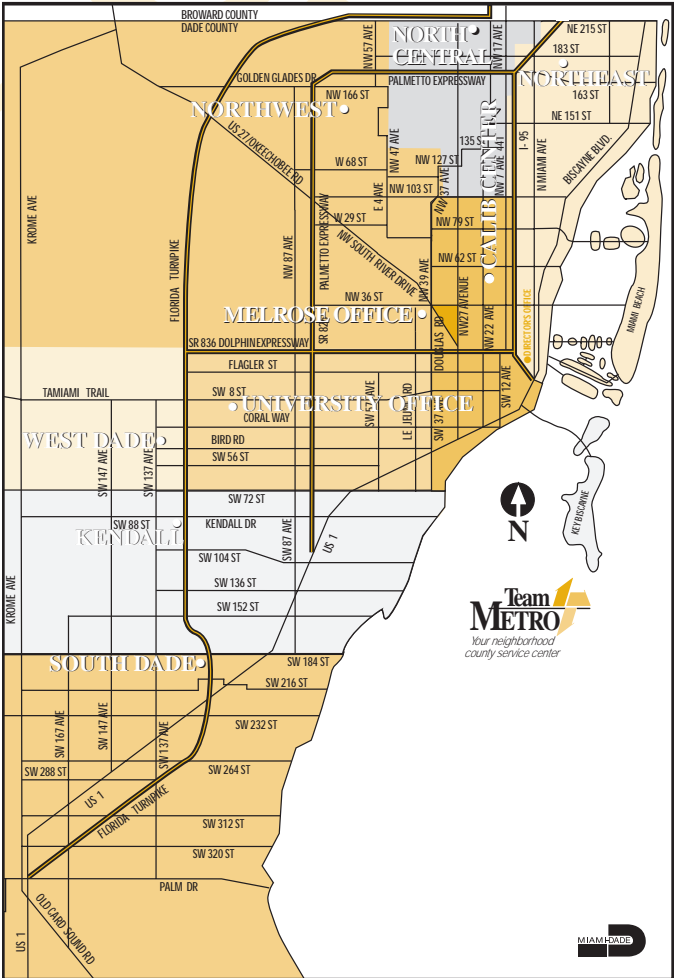


About Team Metro

As Miami-Dade County has grown in population, so too have the number and variety of services provided to its citizens. Our work force, from accountants to zookeepers, is comprised of people serving people, dedicated to ensuring that our community continues to receive excellent service.

Many residents living in the unincorporated areas of Miami-Dade County find that they need assistance in accessing county services or are unsure who to call for service. Team Metro provides the answer through its one stop neighborhood county service centers. Located at nine convenient sites throughout the unincorporated area, Team Metro staff bring county services into the neighborhoods they serve. In addition, Team Metro provides a central information and referral hotline to answer citizen questions on available services county-wide.

Each Team Metro regional office is staffed with a team of trained problem solvers to assist citizens, community groups, and neighborhood associations in obtaining county services or resolving problems in their neighborhoods. Team Metro code compliance experts at each office work to resolve a variety of code enforcement problems, from neighborhood zoning violations to environmental eyesores, graffiti, junk, trash, and debris related issues. In addition, Team Metro offers a number of services at each office so that citizens can avoid long lines and trips downtown. Citizens can purchase transit passes and tokens, dog tags, and baby stroller parking permits; register to vote; renew or obtain a U.S. Passport; and obtain selected County permit applications, service schedules and fee information at any of the Team Metro locations. Team Metro staff is currently handling over 20,000 requests for service each month and is ready to respond to your call. You may call the **Team Metro Answer Center at (305) 468-5900** to find out which regional office serves your neighborhood or see a complete listing of our locations on page 5.



Introduction

This book was published to better inform residents on how Miami-Dade County operates. It is an easy-to-use manual that highlights County services often used by residents. In addition, it explains property owners' responsibilities, County codes, and where to call for help. To locate the area of interest to you, look in the Table of Contents.

We hope this booklet will be beneficial. If you're still not sure where to call, feel free to contact your local Team Metro office. A representative will be happy to assist you.

Caleb Center Office
5400 N.W. 22nd Ave.
Miami, FL 33142
(305) 636-2333

Kendall Office
11609 North Kendall Drive
Miami, FL 33176
(305) 270-4979

Melrose Office
3300 N.W. 32 Avenue
Suite 207
Miami, FL 33142

North Central Office
18579 N.W. 27th Ave.
Miami, FL 33056
(305) 626-7976

Northeast Office
1380 N.E. Miami Gardens Dr.
Miami, FL 33179
(305) 947-9858

Northwest Office
15450 New Barn Road
Suite 301
Miami Lakes, FL 33014
(305) 557-2171

South Dade Office
South Dade Justice Bldg.
10710 S.W. 211th Street
Suite 1400
Miami, FL 33189
(305) 234-1510

University Office
1409 S.W. 107th Ave.
Miami, FL 33174
(305) 222-2133

West Office
3800 S.W. 137 Avenue
2nd Floor
Miami, FL 33175
(305) 480-1700

How to use this guide

This manual serves as a simplified explanation of County Code requirements, expectations of property owners, and how to receive assistance in resolving a County-related problem. The Table of Contents is divided into three sections — Community Standards and Regulations, Business and Consumer Information, and Health and Public Safety Matters. To find the area of interest to you, locate your topic under one of the aforementioned sections. Once you have located the appropriate section, all pertinent information will be found in that portion of the manual.

All information contained in this manual was up-to-date at the time of publication. **This guide does not supercede the Code of Metropolitan Miami-Dade County.**

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NEIGHBORHOOD STANDARDS and REGULATIONS

The following standards are intended to maintain the quality of life, property value, and peaceful enjoyment of home and property throughout our neighborhoods in unincorporated Miami-Dade County.

MINIMUM HOUSING STANDARDS

Maintenance of rental and private housing

All residents are required to follow these guidelines for maintaining their property in a safe and sanitary condition:

- Keep not only the dwelling, but also the yard, lawn and driveway in a clean and safe condition.
- Maintain the lawn in a trimmed manner so that it does not create a health hazard to you or others.
- Keep garbage in tightly closed receptacles to keep away animals and pests.
- Exterminate all insects, rodents and pests from your house, yard and accessory structures (pools, sheds, detached garage, fence, etc.).
- Maintain all windows and doors in good condition.
- Maintain plumbing in good condition and septic tank capped.
- Keep all accessory structures in sound structural operating condition.

Prohibited use of residential property

- Subdivision of a residence to create separate apartments or living units.
- Conversion of a detached garage, shed or other structure for use as an apartment or sleeping room.

Where to file a complaint to report a minimum housing violation

Team Metro
Minimum Housing Section
Phone: (305) 375-2338
Fax: (305) 372-6396

How to report an emergency such as a collapsed building

Call 911 and provide the operator with the requested information. The Fire Department will coordinate with the Unsafe Structures Unit of the Miami-Dade Building Department.

How Miami-Dade County enforces the Code

- Notice of violation and criminal prosecution.
- Issuance of fines and tickets.
- Civil suits for enforcement costs and penalties.
- Criminal prosecution.

MAINTENANCE OF VACANT STRUCTURES

Appearance of the property

Every vacant structure and vacant premises shall comply with the following requirements:

- Every foundation wall has to be structurally sound, reasonably rodentproof, and maintained in good repair.
- Exterior walls and roofs must be kept in good condition.
- Windows and exterior doors have to be weathertight, watertight and rodentproof, as well as kept in good condition.
- All exterior areas that show evidence of rot or other deterioration have to be repaired or replaced.
- Every exterior stairway, porch and addition has to be maintained in good condition.
- All exterior surfaces subject to deterioration must be properly maintained and protected by paint or other approved protective coating, as well as graffiti free.
- Every utility connection must be free from defects, disconnected, removed or made safe.
- Vacant dwelling units must have utility connections for an installed nonportable cooking facility which cannot be carried easily by one (1) person and has at least two (2) top burners.
- Every plumbing fixture, waterpipe, wastepipe, and drain cannot have defects, leaks, and obstructions.
- The exterior has to be maintained so that it does not have excessive growth of weeds, grass, and other vegetation. The term "excessive growth" means growth that is detrimental to the public health, safety, and welfare and which generally detracts from the appearance of the neighborhood.
- Vacant housing structures must be clean, sanitary, and free from infestation, rubbish, and garbage.
- Vacant structures must be secure at all times.

How to properly maintain a secured building

- To ensure the safety of others, buildings must be maintained secured.
- The method selected for maintaining the building secured must prevent the structure from becoming re-opened.
- Such methods may include, but are not limited to, storm shutters, concrete blocks, fencing, or a combination of the above.
- Security workmanship must comply with South Florida Building Code Standards.

Demolition of Uninhabitable Structures

A structure is considered uninhabitable when:

- It is used by people to illegally sell or use drugs.
- It is used for illegally keeping, selling or delivering controlled substances or drugs and the structure has one (1) or more of the following characteristics:
 1. It is vacant, unguarded and the doors or windows are open.
 2. There is an accumulation of debris or other combustible material on the property.
 3. The structure's condition creates a fire hazard.
 4. The building is falling apart.
 5. The structure is deteriorating
 6. The structure is partially destroyed.
 7. The structure is leaning.
 8. The electrical or mechanical installations or systems create a hazardous condition.
 9. The waste disposal system is not working properly which creates an unsanitary condition.
- A property is considered a "crack house" when there are one (1) or more arrests or police reports of incidents which involve the keeping, consumption, or delivery of controlled substance or drugs on the premises six (6) months before posting of notices by the Minimum Housing Enforcement Officer.

Fines for Non-Compliance

- A violation should be brought into full compliance within 180 days of notification.
- Failure to comply will be punishable by a fine that may range from \$50 to \$500.
- Failure to comply may also result in a maximum of 60 days of imprisonment.

- Additional fines, penalties, and administrative costs may also be incurred.

Where to file a complaint to report an open, vacant, and abandoned structure

Team Metro
Minimum Housing
Phone: (305) 375-2338

GRAFFITI ERADICATION RULES AND PROGRAMS

Prohibited by the law

Commercial and Residential

- Property owners must remove graffiti from commercial buildings, vehicles, trash dumpsters, and other commercial property.
- Miami-Dade County has the authority to paint over graffiti that is on a wall or fence that abuts the right-of-way without prior notice to the property owner.
- Any person, whose property abuts the right-of-way, that objects to having the County obscure the graffiti must file a notice of objection with the Director of Team Metro at 111 NW 1st Street, 14th Floor, Miami, Florida 33128. The form is valid for up to one year after filing.
- Property owners are responsible for maintaining their residential property or common area graffiti free, including walls and fences that are visible from the public right-of-way, mailboxes, etc.
- Possession of spray paint or markers by a minor is illegal.
- Committing graffiti on private or public property is a crime.

For more information, see the Business and Consumer Information section.

Safety consideration and value to community

Controlling graffiti is necessary since it has been proven to:

- Cause a decline in property values.
- Attract criminals into the neighboring areas.
- Discourage businesses from relocating into areas.
- Cause residents to hesitate about moving into areas.
- Costs to the County, residents, and businesses are extremely high.

How to report graffiti vandalism in progress

Call (305) 476-5423 and provide the operator with the requested information. Under no circumstance should you

apprehend the individual(s) committing the crime. For Graffiti Reward Program information, see page 16.

How to report graffiti in your neighborhood

Team Metro

24-Hour Graffiti Hotline

Phone: (305) 375-3461

Fax: (305) 372-6386 or

Contact your neighborhood Team Metro Office

(See page 5)

Fines and enforcement

- If graffiti is found on residential property, a fourteen (14) day warning notice is posted on the property.
- If the violation on a residential property has not been corrected within the fourteen (14) day warning period, a \$50 citation is then issued to the property owner.
- The property owner has the right to appeal the citation within seven (7) days of receipt of the citation.
- Should the property owner fail to request an appeal within seven (7) days or pay the civil citation within thirty (30) days, the fine will increase daily up to a maximum of \$1000.
- Property owners may also be subject to a lien on their property if they do not comply with the law.
- The County will enter onto private property and paint out graffiti if the property owner does not comply. The property owner will be charged for the cost of the graffiti removal.

For more information on fines and enforcement on commercial property, call the graffiti hotline, (305) 375-3461, or see page 57.

Graffiti paint-out do's and don'ts

Do's

- If you or a group of individuals wish to organize a paint-out in your community, contact the Graffiti Removal Coordinator at (305) 375-3461 for assistance.
- Contact the Graffiti Removal Coordinator to obtain written release from property owners to paint out graffiti on private property.
- Report graffiti on public property by calling the graffiti hotline; County painters will correct these violations.
- To find out how you can obtain free paint or paint at a reduced price, call the graffiti hotline.
- Wear safety goggles, safety shoes, and gloves when

using graffiti removal solvents. Be sure to always read the directions on any product you use.

- Plant vines or shrubs if your property becomes a constant target for graffiti.

For specific names of vines or shrubs, see the Business and Consumer Information section, page 57-58.

Don'ts

- Do not paint traffic control boxes, street light poles, sidewalks, curbs, trees, telephone poles, Florida Power & Light and Bell South boxes, or traffic regulatory signs. These items will be handled by the County or utility company.
- Do not waste paint or solvents. Small amounts of unusable latex paint in containers should be left open, mixed with sand, dirt or cat litter and allowed to dry. Once the paint is completely dry, it can be disposed of with the regular trash.
- Do not act recklessly during a paint-out activity; Be aware of your environment when crossing streets, using paint-out materials, and discarding materials properly. Always wear appropriate attire.

Graffiti Reward Program

- The Graffiti Reward Program is operated in conjunction with Crime Stoppers of Miami-Dade County, Inc.
- The purpose of the program is to reward anonymous reporters of graffiti activity whose actions result in an arrest or conviction.
- The reward is up to \$1000 if an arrest and conviction are made.

For additional information, please call the graffiti hotline at (305) 375-3461 or to report a graffiti tip, call Crime Stoppers at (305) 471-TIPS.

CATS, DOGS AND OTHER LIVING THINGS

Cat tags and vaccinations

- Every person that owns or keeps any cat over the age of four (4) months must have the cat vaccinated annually against rabies by a licensed veterinarian.
- On a voluntary basis, a registration tag will be issued to the cat owner, for a fee.

Dog tags and vaccinations

In an effort to ensure that dogs are properly vaccinated, the Miami-Dade County Public Works Department, Animal Care

and Control Division, regulates and monitors the licensing of dogs. Pet owners must adhere to the following regulations to protect the health and safety of their dog, other animals, and their neighbors.

- It is the responsibility of all dog owners to have their dogs vaccinated for rabies on an annual basis.
- Every person owning, keeping or bringing a dog over four (4) months old into Miami-Dade County must register the dog with the Miami-Dade County Animal Care and Control Division within thirty (30) days.
- The dog must be vaccinated annually by a licensed veterinarian.
- A Miami-Dade County license tag, which must be worn by the dog at all times, may be obtained from a licensed veterinarian, the Animal Care and Control Division of Public Works, any Team Metro office, or the Tax Collector's Office. (The license tag is valid for a period of one calendar year from the dog's original license anniversary date upon payment of the proper fee.)
- Dogs are not allowed in county parks or beaches with the exception of guide dogs for persons with disabilities.
- Dogs are not allowed to stray, run, or to be at large on public property or on other's private property.

Regulations for pit bulls

A pit bull dog refers to any dog that conforms to the standards established by the American Kennel Club for American Staffordshire Terriers or Staffordshire Bull Terriers, United Kennel Club for American Pit Bull Terriers or the standards of the American Kennel Club and The United Kennel Club.

- Pit bulls must have been registered with the Animal Care and Control Division prior to August 30, 1990.
- Every owner of a previously registered pit bull must be able to provide evidence of the owner's financial ability to respond to damages up to and including the amount of \$50,000.
- Proof of insurance must be filed with Animal Care and Control Division of the Public Works Department.
- Owners are required to confine pit bulls indoors or secure in a totally enclosed and locked pen.
- When the pit bull is not confined, the dog must be muzzled to ensure the safety of any person or animal.
- Pit bulls which have been brought into Miami-Dade County after August 1990 are illegal and their owners will be subject to severe civil penalties.

Where To File A Complaint

Miami-Dade Public Works Department
Animal Care and Control Division
7401 N.W. 74th Street
Phone: (305) 884-1101
Fax: (305) 884-3447

How Miami-Dade County enforces the Code

Miami-Dade County enforces the above regulations on dogs through the issuance of citations. The following is a list of applicable fines if the Code is violated:

- Failure to vaccinate a dog against rabies \$50
- Failure to vaccinate a cat against rabies \$50
- Failure to obtain the required license
for a neutered dog \$50
- Failure to obtain the required license
for an intact dog \$150
- Sprayed/neutered dog running at large \$50
- Intact dog running at large \$150
- Dog becoming a public nuisance \$150
- Failure to confine a pit bull dog \$500
- Failure to maintain issuance or evidence of
financial responsibility for a pit bull \$500
- Failure to register a pit bull dog \$500
- Acquisition or keeping of pit bull dogs \$500
- Dangerous dog offenses \$500

Limit on adult dogs

Any dog over six (6) months old is considered an adult dog. Miami-Dade County does not allow more than four (4) adult dogs per household in a residential area.

Lost and found

Any lost or found cat or dog can be reported to:

Miami-Dade Public Works Department
Animal Care and Control Division
Lost and Found Division
7401 N.W. 74th Street
Phone: (305) 884-1101, Ext. 241

Who picks up dead animals

Animal Care and Control Division will pick up dead dogs or other small animals, as long as they are located on the public right-of-way.

To report a dead animal, contact the Animal Care and Control Division at (305) 884-1101 or your Team Metro regional office. Please call (305) 468-5900 to find out which Team Metro office serves your area or see page 5.

No bees, chickens, livestock, etc.

Tenants and homeowners that reside in a residential zoning district cannot raise or breed chickens, livestock or maintain beehives.

Where to file a complaint

If someone in your neighborhood has more than four (4) adult dogs or is raising animals on their property, you can file a complaint with your Team Metro regional office. To find out which office serves your area, call (305) 468-5900 or see page 5.

Help with adopting or neutering animals

- Animals can be adopted from the Miami-Dade County Animal Shelter and will be sterilized and vaccinated for rabies before obtaining custody of the animal.
- Animal Care and Control Division has a mobile unit that will assist you with low-cost spaying, neutering and vaccinations.

For more information, please call the adoption section of the Animal Care and Control Division at (305) 884-SPAY.

Stray dogs

- Stray dogs are picked up by Animal Care and Control. If your dog is missing, you should come to the animal shelter at 7401 N.W. 74th Street to see if your dog is there.
- Dogs are only held for five (5) days.
- If you need to report a stray dog, please call (305) 884-1101.

Dangerous dogs

- Animal Care and Control Division will investigate complaints received from residents involving dogs that may be dangerous.

ENVIRONMENTAL ISSUES

DEPARTMENT OF ENVIRONMENTAL RESOURCES MANAGEMENT

Emergency situations

Almost all responses to environmental complaints and emergencies are initially investigated by the Miami-Dade Department of Environmental Resources Management (DERM). DERM has on-call investigators that will respond to emergencies

24 hours a day, 7 days a week. Below are situations that are considered emergencies and should be reported immediately.

- Any liquid waste discharges or spills into storm drains, street drains, parking lot drains, waterways, or onto the open ground.
- Tanker trucks dumping waste into manholes, drainage structures, waterways, or on the ground.
- Any spill or discharge to the environment of suspected hazardous waste.
- Chemical spills or dumping incidents; any dumping of chemical drums or containers.
- Discharge or spills of gasoline, oil or waste hydrocarbons; fuel fumes in drainage structures or manholes.
- Discharge or spills of pesticide; any dumping of pesticide containers.
- Sewage overflows from any source.
- Potable water main breaks.
- Smoke emissions from any facility.
- Any severe odor or vapor that affects the eyes and/or breathing, or results in skin irritation.
- Cloudy water in any waterway, canal or Biscayne Bay which may be due to construction and may be discharged through a pipe or storm drain.
- Open burning that is not being used for cooking. (Call the fire department first and then DERM to respond to improper or illegal burning in uninhabited areas).
- Removal, cutting, or bulldozing of trees, including mangroves in coastal areas.
- Fish kills (numbering more than 50 fish in one general location).
- Any dredging or filling in Biscayne Bay.

DERM also handles other non-emergency services such as the following:

- Dredge/fill and coastal construction (docks, sea walls, marinas, etc.) permits and inspections.
- Potable water sampling for physical/bacteriological quality of home wells.
- Permit approval for tree removal.
- Permit approval of new septic tanks.
- Permit approval of inspections of sewage lift stations.
- Permitting and monitoring of Liquid Waste Haulers (septic tank pump-out trucks, etc.).
- Monitoring and inspection of potable water treatment plants.

- Monitoring and inspection of sewage treatment plants.
- Monitoring and inspection of industrial waste treatment plants; monitoring of hazardous and toxic waste clean-up sites.
- Monitoring the public and private landfill operations.
- Monitoring and inspection of air pollution equipment sites.
- Water quality monitoring in the canals and Biscayne Bay.
- Ambient air quality monitoring at various points throughout the County.
- Automobiles: emission control system inspections and Stage II vapor recovery.
- Prepare daily air quality index for news media for weather broadcasts.
- Water quality management related to beach restoration activities.
- Biscayne Bay restoration activities such as utilization of spoil islands, creation of artificial fishing reefs and increased public access.
- Miscellaneous: plat review and utility quality of service rating.

Where to file a complaint

Miami-Dade Department of Environmental
Resources Management (DERM)

33 S.W. Second Avenue

Miami, FL 33130-1540

Phone: (305) 372-6789

Emergency Phone: (305) 372-6955 (for use in the evenings,
weekends and holidays)

Energy efficiency

For information on the following energy conservation tips or any other energy conservation issues, please contact Florida Power and Light at 1-800-DIAL-FPL or DERM at (305) 372-6789.

- Lighting Retrofits
- Weather Stripping
- Energy Efficient Appliances
- Carpooling/Mass Transit
- Climate-Wise Program — a voluntary program to help businesses become energy efficient and save money.
- Strategic Tree Planting and Roof Whitening (Contact the Cool Communities Program at (305) 372-6555.

Water conservation

For specifics on ways you can save money by conserving water inside and outside your home, please contact the South Florida Water Management District at (407) 686-8800 or DERM's Pollution Prevention Program at (305) 372-6789.

They have literature on a variety of topics, including:

- Drought Tolerant Plants/Native Species
- Xeriscaping
- Mulch
- Shut-off Hose Nozzles
- Low-flow Devices
- Properly Functioning Faucets and Toilets

Alternatives to toxic home chemicals

The use of home chemicals can be reduced and sometimes eliminated altogether. For specifics on alternative compounds and strategies, please contact DERM's Pollution Prevention Program at (305) 372-6789.

Cleaners

- Safe substitutes for the kitchen, laundry room, and bathroom.

Pesticides

- Mechanical Methods (ex. traps)
- Natural Methods (ex. pests)
- "Less Toxic" Compounds

Waste reduction and increased energy efficiency for businesses

DERM's Pollution Prevention Program offers the following services free of charge:

- Waste Reduction Assessments
- Information on Alternative Technologies and Methods.
- Workshops and Training
- Information on voluntary, non-regulatory programs assisting businesses in improving operating efficiency and decreasing costs (i.e. climate wise, green lights, energy star buildings, etc.).

Environmental education

Please contact DERM's Environmental Education Program at (305) 372-6789 for information on the following:

- Speakers for schools, businesses, and other groups or events.
- DERM's Pride Volunteer Program
- Publications

SOLID WASTE MANAGEMENT

Curbside garbage and trash collection

Garbage and trash collection is twice a week — Mondays and Thursdays or Tuesdays and Fridays. Service is available rain or shine and on all holidays except Christmas, Independence Day, and Martin Luther King Day. Garbage (food/kitchen waste) and trash should be placed in standard 20-30 gallon containers with grip handles and tight fitting lids or in tied plastic bags. Each item must weigh less than 50 pounds. There is no limit to the number of containers you can place at the curb. Containers and bundles must be placed at the curb by 7:00 a.m. of your collection day.

Trash that can be set out with garbage

You can set out containerized or bundled household trash and yard trash on either of your garbage collection days. Here are a few tips for setting out trash with your garbage:

- Trash can be placed in cans (up to 30 gallons or tied plastic bags).
- Trash can be bundled in lengths of four (4) feet using twine, rope or even duct tape to wrap branches.
- There is no limit to the number of containers or bundles that can be set out for curbside collection.
- Each item must weigh less than 50 pounds.
- Rock, dirt, construction debris, free liquids and oil based paints are not collected.

Weekly curbside collection of bulky items

Weekly bulky collection does not have to be scheduled in advance. Each week, on your second garbage collection day, you can set out up to 2 bulky items. If an item is over-size and cannot be collected on your second garbage day, the item will be picked up on the next business day. Below are some examples of bulky items you can set out:

- Furniture (small sofa, chair, desk, book shelf or mattress).
- Tied bundle of branches (up to 4 feet in length).
- Small appliances (microwave, TV set, or toaster oven).
- Over-size item (water heater or stove).

Annual bulky waste pick up

- Each waste service household in unincorporated Miami-Dade receives one (1) scheduled 50 cubic yard pick up of household bulky waste each fiscal year (October 1 - September 30).
- Curbside bulky waste pick ups for large amounts of furniture, bulky household items, tree cuttings, etc. must be scheduled before placing items on the right-of-way.

- There is a charge for yardage in excess of 50 cubic yards. There is a five (5) cubic yard minimum charged for additional scheduled pick ups.
- Failure to schedule a trash pick up can result in fines and special collection fees.
- Service is not available for construction and demolition debris, industrial waste, tires or dirt.

To schedule a bulky waste pick up or obtain information on excess yardage charges, please contact the Department of Solid Waste Management at (305) 594-1500, Monday through Friday from 8 a.m. to 5 p.m.

How curbside recycling works

Miami-Dade's curbside recycling service is provided once a week. Below are some helpful hints on how the program works.

- Put newspapers and color inserts in the green bin, along with cardboard.
- Household batteries must be in a clear zip-top bag and placed on top of the newspapers in the green bin only on the first recycling day of each month.
- Place used telephone books on top of the newspapers in the green bin between August 30 and November 30.
- Clear, brown, and green glass food and beverage containers should be placed in the blue bin.
- Aluminum cans should be placed in the blue bin.
- Aseptic containers (juice boxes, milk and juice cartons) can be placed in the blue bin.
- Place bins at the curbside by 7 a.m. on your designated recycling day.

For curbside service assistance, please call (305) 633-3100.

Location of the nearest trash and recycling center

Located throughout unincorporated Miami-Dade County, neighborhood Trash and Recycling Centers are open only to residents of unincorporated Miami-Dade County and permitted landscapers using passenger vehicles, pick up trucks and vans. The Centers provide a do-it-yourself removal alternative for yard and household trash. Users are also allowed to dispose up to four standard automobile tires. The disposal of garbage (food/kitchen waste) in these facilities is prohibited. Recycling options for large appliances are available at most Centers. Used motor oil is accepted for recycling some Centers. Centers are open daily from 7 a.m. to 5:30 p.m., year round.

Trash and recycling center locations:

North Miami-Dade*21500 N.W. 47th Avenue
Norwood19901 N.W. 7th Avenue
Palm Springs North17600 N.W. 78th Place
Miami Gardens16300 N.W. 42nd Avenue

Golden Glades	140 N.W. 160th Street
Hyde Park	1200 N.W. 139th Street
West Little River*	1830 N.W. 79th Street
Snapper Creek*	2200 S.W. 117th Avenue
Sunset Kendall	8000 S.W. 107th Avenue
Chapman Field**	13600 S.W. 60th Avenue
Richmond Heights	14050 Boggs Drive
West Perrine	16651 S.W. 107th Avenue
Eureka Drive*	9401 S.W. 184th Street
South Miami Heights	20800 S.W. 117th Court
Moody Drive*	12970 S.W. 268th Street

*Used motor oil accepted

**No white goods accepted

How to report illegal dumping

To report illegal dumping in your neighborhood, contact the Department of Solid Waste Management's Illegal Dumping Unit at (305) 597-7312, Monday through Friday between 8:00 a.m. and 5:00 p.m., or your Team Metro regional office. To find the location of the office that serves your area, call (305) 468-5900 or see page 5.

How to safely dispose of home chemicals

Safe disposal of home chemical wastes such as oil-based paints, solvents, bug and weed killers is available through the Home Chemical Program. Call (305) 594-1500 for a brochure on home chemical management.

MAINTENANCE OF LANDSCAPING AND SWALE AREA

Watering regulations

Watering your lawn enhances and maintains the beauty of your garden, shrubs and trees. However, it can also put a strain on one of our most precious resources — water. Here are some of the regulations that are in place to avoid a water shortage:

- A permanent landscape irrigation ordinance is in effect. Residents are prohibited from turning on the sprinkler system or any other irrigation system between 9:00 a.m. and 5:00 p.m. daily.
- Throughout the year residents are requested to keep water use at a minimum. This is especially true during the dry season (November through April) when saving water also saves dollars.
- Miami-Dade residents should minimize watering the lawn and washing their cars unless absolutely necessary.

- The South Florida Water Management District can issue emergency water shortage restrictions during a potential drought situation. The restrictions are enforced by the County, forbidding the use of water for any purpose other than personal hygiene, personal consumption, and house cleaning.

Where to report a violation

Miami-Dade Department of Environmental
Resources Management
33 S.W. 2nd Avenue
Miami, FL 33130
Phone: (305) 372-6529
Fax: (305) 372-6673

How Miami-Dade County enforces the Code

- Violation of permanent landscape irrigation restrictions is \$50.
- A warning notice giving 30 days for compliance is issued.
- Penalty for first violation of the emergency water shortage restrictions is a \$75 citation.
- Penalty for second and subsequent violations cannot exceed \$500, but may result in imprisonment for 60 days.

Where to get landscaping information

If you are thinking about doing landscaping around your home, use xeriscape landscaping principles:

- The plants, shrubs or trees should require as little water as possible.
- The planting of a native species is preferred.

Additional information can be obtained through the Miami-Dade Water and Sewer Department, the South Florida Water Management District or the Cooperative Extension Service at the following locations:

Miami-Dade Water and Sewer Department
4200 Salzedo Street
Coral Gables, FL 33146
Phone: (305) 669-3704
Fax: (305) 663-3020

South Florida Water Management District
172-A West Flagler Street
Miami, FL 33130
Phone: (305) 377-7274
Fax: (305) 377-7293

Miami-Dade Consumer Services Department
Cooperative Extension Service
18710 S.W. 288th Street
Homestead, FL 33030
Phone: (305) 248-3311

Toll Free North Dade: (305) 251-2818

Fax: (305) 246-2932

You can also visit your local Team Metro office to obtain a water conservation kit. To find out which office serves your area, call (305) 468-5900 or see page 5.

How to maintain your swale area

The right-of-way or swale is the area between the sidewalk and the street or between your property line and the street. Here are a few tips on how to safely maintain it:

- Property owners are responsible for maintaining the swale area adjacent to their property by mowing it on a regular basis.
- Do not use concrete pyramids, rocks or logs on the right-of-way as residential markers. These are illegal and subject to fines.
- The above types of residential markers are prohibited because they prevent a disabled vehicle from pulling onto the swale and are dangerous to pedestrians and cyclists.
- Use concrete buttons or mushrooms as residential markers and place them at least two feet from the road and, at a minimum, four feet apart.

Where to file a complaint

Violations can be reported to your Team Metro regional office. To find out which office serves your area, call (305) 468-5900 or see page 5.

How Miami-Dade County enforces the Code

- A 48-hour warning notice is issued to remove the illegal objects.
- Failure to comply with warning notice results in a \$200 citation.

Tree planting on the right-of-way

In order to plant trees on the right-of-way, homeowners must request permission from the Miami-Dade County Public Works Department, 111 N.W. First Street, Suite 1610, Miami, FL 33128. Here's how it works:

- Property owners must submit a written request to the Director of the Public Works Department with five sets of plans.
- A "Covenant for Maintenance of Landscaping Within the Right-of-Way" must be signed by the owner of the property adjacent to the right-of-way to be landscaped.
- If approved, homeowners must maintain (water, fertilize, and prune) the trees. In addition, the grass must be mowed, weeds removed, and any other necessary maintenance must be performed.

- As determined by the Public Works Department, trees planted on the swale must be placed a minimum distance from the edge of the pavement or face of the curb.
- The tree(s) cannot obstruct a driver's visibility of signs and signals at intersections. Trees and shrubs should not be planted in a manner that will cause a visual obstruction near driveways and must be trimmed to avoid obstructions.

Acceptable tree species

Trees acceptable for planting in the right-of-way must possess the following characteristics:

- Preferable native species
- Resistant to hurricane winds
- Nonpoisonous
- Free from extensive root system
- Free from harmful odors
- Free from extremely messy fruits
- Long season of beauty
- Long life expectancy

Prohibited tree species

The following trees are prohibited from planting on the right-of-way:

- Cajeput (*Maleluca quinquenervia*)
- Australian Pine (*Casuarina* spp.)
- Brazilian Pepper (*Schinus terebinthifolius*)

The following species may not be planted anywhere in Miami-Dade County in accordance with the Miami-Dade County Landscape Code. These species must be removed from sites upon site development.

- Earleaf Acacia
- Red Sandalwood
- Woman's Tongue
- Coral Vine
- Shoebuttan Ardisia
- Bischofia
- Australian Pine
- Day Jessamine
- Camphor Tree
- Lather Leaf
- Carrotwood
- Indian Rosewood
- Ear Tree
- Governor's Plum

- Mahoe
- Gold Coast Jasmine
- Jasmine
- Climbing Fern
- Lead Tree
- Melaleuca
- Chinaberry
- Catclaw Mimosa
- Wood Rose
- Burma Reed; Cane Grass
- Chinese Tallow
- Schefflera, Umbrella Tree
- Brazilian Pepper
- Tropical Soda Apple
- Seaside Mahoe

Pruning and tree removal

- A permit is required for cutting down or removing any tree in Miami-Dade County that is located on the right-of-way or a natural forest community.
- Tree removal permits are not required for the pruning of trees as long as the pruning is done in accordance with National Arborist Association standards.
- To ensure pedestrian and vehicular safety, all street-side trees must be pruned to a minimum of six to eight feet from grade level.

A tree removal permit is not required for the following:

- Removal of trees in the yard of a single-family residence, provided that the trees are not within a natural forest community and are not specimen trees or mangrove trees.
- Removal of a dead tree
- Removal of any of the following species:
 - Cajeput or Paperback Tree
 - Australian Pine
 - Brazilian Pepper
 - Bishopwood
 - Castorbean
 - Guavas
 - Woman's Tongue
 - Earleaf Acacia
 - Queensland Umbrella Tree
 - Norfolk Island Pine
 - Poison Wood

Protected tree resources and tree replacement requirements

- There are four categories of protected tree resources in Miami-Dade County:
 1. Regular Size trees — all other protected trees 12 feet tall or whose trunk is three inches (3”) in diameter.
 2. Specimen sized trees — trees with trunks eighteen inches (18”) in diameter or that is greater than 4.5 feet above the ground.
 3. Natural Forest Community — stands of trees, including the understory.
- For definitions of the above, please see a tree removal application which can be obtained from the Department of Environmental Regulation Management at (305) 372-6789 or Team Metro.
- All permitted regular size trees that are removed, except for exempt tree species, must be replaced with another tree of equal canopy. Specimen size trees require double canopy replacement.

Where to file a complaint

Miami-Dade County
Environmental Resource Management Department
33 S.W. 2nd Avenue
Miami, FL 33130-1540
Phone: (305) 372-6789
Fax: (305) 372-6760

How Miami-Dade County enforces the Code

- Failure to obtain a permit or noncompliance with permit conditions will result in a \$200 citation.

You may request or pick-up tree removal permits from a Team Metro regional office or by contacting the Department of Environmental Resource Management at (305) 372-6789. To find out which Team Metro office serves your area, call (305) 468-5900 or see page 5.

Mosquito control

- Mosquitoes breed in almost all types of standing water, with the exception of Biscayne Bay, most lakes, and canals.
- Artificial containers such as tires, buckets, cans, jars, and bird baths also breed mosquitoes. These containers should be disposed of or emptied weekly.
- Bromeliads breed mosquitoes and should be flushed weekly or treated with vegetable oil.

Where to file a complaint

Miami-Dade County
Public Works Department
Mosquito Control Division
8901 N.W. 58th Street
Miami, FL 33178-1605
Phone: (305) 592-1186
Fax: (305) 471-0520

How Miami-Dade County enforces the Code

- Warning notice provides five (5) days for compliance.
- Failure to correct the violation results in a \$200 daily fine.
- Public Works Department contracts for the removal of waste tires breeding mosquitoes when necessary.

Safe swimming pool maintenance

- Prior to building a swimming pool, a permit must be secured for the pool and safety barrier.
- A final inspection will not be given unless the barrier has been erected in accordance with Miami-Dade County's Building Department.

Typical swimming pool barriers:

1. Screen-in patio
 2. Wooden fence
 3. Wire/chain link fence
 4. Rock wall
 5. Concrete wall
- It is the responsibility of all residents with a swimming pool at their home to maintain the safety barriers in an operable and safe condition.
 - The barriers are erected for your safety and that of your neighbors.

To file a complaint on an improper pool barrier, please call your Team Metro regional office. To find out which office serves your area call (305) 468-5900 or see page 5.

How Miami-Dade County enforces the Code

- A 72-hour warning notice is issued.
- Failure to erect a proper swimming pool fence or barrier results in a \$500 citation.
- Penalties accrue and a lien may be placed on the property if the citation is not paid.

Outdoor lighting

Installation of outdoor lighting not only enhances the beauty of your home, but also serves as a deterrent to crime. If you are interested in installing outdoor lighting, you must present

your detailed plans to the Department of Planning and Zoning, 111 N.W. First Street, Suite 1010, Miami, FL 33128.

- The plan must include the proposed location, height, type of lights, shades, deflectors and beam directors.
- The lighting must be located, adjusted and shielded from the adjacent property.
- The lighting cannot create a traffic hazard on streets.
- Once the plan is approved, the department will issue a permit for the installation of lights.

Paving of yard areas

Homeowners may decide to pave a portion of the yard in order to accommodate an additional car or extend a porch. All paving in the yard area requires a permit from the Miami-Dade County Public Works Department. The swale is not considered part of the “yard area”.

Where to Get A Permit

Miami-Dade County Public Works Department
Attn.: Department Director
111 N.W. First Street, Suite 1610
Miami, FL 33128

How Miami-Dade County enforces the Code

- Illegal paving or drainage construction on private property results in a \$200 citation.

Median planting

- Before planting trees on the median, permission must be requested from the Public Works Department, 111 N.W. First Street, Suite 1610, Miami, FL 33128.
- A maintenance agreement must be obtained regarding future maintenance of the planting on the median.
- Each request submitted will be considered on an individual basis.

MAINTENANCE OF ROADS AND STREET LIGHTS

Who takes care of roads and street lights

Roads inside cities are generally maintained by the municipality with the exception of certain arterial roads identified to be maintained by the County or the Florida Department of Transportation.

- The public roads that run through unincorporated

Miami-Dade County are generally maintained by either the Miami-Dade County Public Works Department or the Florida Department of Transportation (FDOT).

- Streetlights in Miami-Dade County are maintained by municipalities, Miami-Dade County Public Works, FDOT or Florida Power and Light Company (FPL). Malfunctioning residential streetlights should be reported to FPL at (305) 442-8770.
- Malfunctioning streetlights or main roadways (arterials) should be reported to Public Works Department at (305) 592-3470, ext. 235.
- Malfunctioning lights on expressways should be reported to FDOT at (305) 470-5360.

To report a pothole or street light outage, contact your Team Metro regional office. To find out which office serves your area, call (305) 468-5900 or see page 5. You may also directly contact one of the agencies mentioned above whose jurisdiction the problem falls under.

How to request additional street lights

- A neighborhood may request additional street lights through the creation of a Special Taxing District.
- A Special Taxing District is created and established to provide public improvements and special services to residents of the district.
- These districts are requested, approved and paid for by the property owners residing within the proposed district boundaries. The improvements must be on public streets or right-of-way.

Where to make requests

Miami-Dade Public Works Department
Special Taxing District Division
111 N.W. First Street, Suite 1510
Miami, FL 33128
Phone: (305) 375-2203
Fax: (305) 375-3338

Theft of County property

- It is against the law to steal County property such as street signs, traffic lights, plants, etc.
- Persons found possessing any County property without legal documentation may be fined \$1,000 and/or subject to imprisonment for a maximum of one (1) year.

HOW TO ENJOY YOUR PROPERTY AND KEEP PEACE WITH YOUR NEIGHBORS

As property owners, we want to be able to enjoy our property to its fullest extent. At the same time, we want to make sure that our neighbors are happy as well. Here are a few tips on how to keep peace with your neighbors.

Noise

Unreasonably loud, excessive, unnecessary, or unusual noises are prohibited. Types of prohibited noises include, but are not limited to:

- Vehicle horns and signaling devices (except as a danger warning).
- Radios, televisions, phonographs, musical instruments, stereos, etc. — between the hours of 11 p.m. to 7 a.m.— are a violation if the noise is plainly audible at a distance of 100 feet.
- Dogs, birds, and other animals, if the noise is frequent, habitual, long or continual; the noise must be plainly audible at a distance of 100 feet.
- Unmuffled engines that emit unreasonable loud or explosive noises.
- Defective vehicle or load (any on- or off-road vehicle in a residential area that is out of repair or loaded in such a manner as to create unreasonable grating, grinding, rattling or other noise).
- Any excessive or unreasonable noise on any street adjacent to a school, institution of learning, house of worship or court while they are in use, or a hospital if it disturbs the patients; conspicuous signs will be displayed indicating that there is such a building/activity on the street.
- Hawkers, peddlers, and vendors who disturb the peace and quiet of a neighborhood.
- Drums, loudspeakers, and other instruments or devices used for the purpose of attracting attention to a performance, show, sale, display, or advertisement.
- Loudspeakers, sound trucks, and amplifiers on public right-of-ways, except when used for political campaigns.
- Power tools and landscaping equipment that are used outdoors in a residential area between the hours of 8 p.m. and 7 a.m.
- Shouting in a residential area.

Where to file a complaint

To file a complaint pertaining to any of the noises listed above, please call the Miami-Dade Police Department at (305) 476-5423.

How Miami-Dade County enforces the Code

- A police officer is dispatched to the site.
- A verbal warning is issued to the violator.
- If the noise persists, the violator may be arrested for a misdemeanor.

Nuisance abatement regulations

A nuisance abatement complaint may be filed when a place or premise is the site of (3) three or more complaints relating to the following types of activities within a six (6) month period.

- Sale or use of controlled substances.
- Gang activity
- Prostitution
- Illegal gambling
- Illegal sale or consumption of alcoholic beverages .
- Lewd and lascivious activity.

How to report a nuisance

Complaints may be filed by calling the Miami-Dade Police Department at (305) 476-5423.

Car repair limitations

In a residential zone, a property owner or tenant may repair an automobile only if all the following requirements are met:

- Tenant or property owner must own the vehicle.
- Repairs may only be conducted during daylight hours.
- Repairs must take place in side or rear yard, unless not accessible.

Only minor repairs such as the changing of tires, batteries, oil, replacement of brakes and engine tune-ups can be done. These repairs must be completed within 72 hours. Please see pages 24 and 25 for proper disposal of motor oil.

Any work that requires removal of engine or transmission is prohibited.

Where to file a complaint

To file a complaint on car repairs beyond what is permitted, please call your Team Metro regional office. To find out which office serves your area, call (305) 468-5900 or see page 5.

How Miami-Dade County enforces the Code

- An immediate \$500 ticket is issued for major auto repairs.
- The violator has 20 days from receipt of the ticket to comply and appeal it.
- If the ticket is not appealed, it must be paid within 30 days of its receipt.
- Penalties accrue and a lien may be placed on the property if the citation is not paid or compliance is not met.

Commercial vehicles not allowed

According to the Code of unincorporated Miami-Dade County, there are three (3) different categories of commercial vehicles. They are as follows:

- Category 1 – A vehicle under 10,000 gross weight rating such as a taxicab, a limousine under 20 feet in length or any vehicle marked with a sign or letters advertising a commercial enterprise.
- Category 2 – A vehicle under 10,000 gross weight rating in which ladders, food vending equipment or lawn care equipment is visible.
- Category 3 – A vehicle other than a recreational vehicle exceeding 10,000 gross vehicle weight rating.
- Only two (2) Category 1 vehicles may be openly parked at a residence in a residentially zoned district.
- Only one (1) Category 2 may be parked at a residence if it is in an enclosed garage or behind the front building line within a completely enclosed opaque fence, screening wall or landscaping six (6) feet in height at least ten (10) feet from the rear property line.
- All Category 3 vehicles are prohibited in a residential area.

Where to file a complaint

To file a complaint on commercial vehicles, call your Team Metro regional office. To find out which office serves your area, call (305) 468-5900 or see page 5.

How Miami-Dade County enforces the Code

- A one-time 24-hour courtesy warning notice requiring removal of the vehicle is issued to the property owner or tenant.
- First-time violators who do not remove their commercial vehicles within the specified time are issued \$500 tickets.
- If the property owner is issued a civil citation and the violation is not corrected, Team Metro may place a lien on the property.

- A repeat violator will be issued a ticket ranging from \$750 to \$1000.
- Upon a repeat violation, in addition to civil penalties, the commercial vehicle may be impounded until all outstanding violations and enforcement costs are satisfied. After 35 days of storage, the commercial vehicle may be disposed of pursuant to the provisions contained in 713.585, Florida Statutes.

Abandoned Property

Abandoned Property is defined as wrecked or derelict property having no value other than nominal salvage value, if any, which has been left abandoned and unprotected from the elements and shall include inoperative, or partially dismantled motor vehicles, trailers, boats, machinery, refrigerators, washing machines, furniture, and any other similar articles. Non-functioning vehicles cannot be stored on private property or the public right-of-way.

It is the responsibility of the property owner, as well as vehicle owners, to maintain vehicles in an operational manner including a valid tag. Property owners cannot deposit, store, keep or maintain abandoned property. Here is the list of criteria used by a Neighborhood Compliance Officer when determining if a vehicle or articles are abandoned:

- Can the article or vehicle perform its intended function, does it run or work?
- Is the salvage value (scrap value) of the article or vehicle less than \$250?
- Does the article or vehicle have a current tag and/or decal and/or registration?
- Are the tires flat or missing? Is the vehicle up on jacks?
- Is the article or vehicle missing major parts or being left unprotected?
- Is there evidence around the vehicle to show it has been standing in one place for an extended period of time? Signs are dead grass beneath the vehicle, overgrowth or weeds around the vehicle.
- Is the article or vehicle being used for storage of other equipment?

Where to file a complaint

To file a complaint regarding abandoned property on the County right-of-way or private property, as well as junk and trash on private property, please contact your Team Metro regional office. To find out which office serves your area, call (305) 468-5900 or see page 5.

How Miami-Dade County enforces the Code

Articles or Vehicles located on public right of way

- A notice is posted on an article or vehicle located on the public right-of-way advising that it must be removed within ten (10) days.

- If the vehicle is not removed it is considered to be abandoned. If the property owner can be identified, a \$500 citation will be issued.
- The article or vehicle will be removed by an authorized County contractor.

Articles or Vehicles located on private property (considered junk)

- If the vehicle is deemed to be junk or there is an excessive amount of junk on private property, an immediate \$250 citation is issued to the property owner if he or she is a first-time violator. The property owner is given fourteen (14) days to correct the violation.
- If the property owner is a repeat violator, an immediate \$500 citation is issued and he or she is given seven (7) days to correct the violation. A repeat violator is someone who has been found guilty of this same violation within five (5) years.
- The property owner has seven (7) days from receipt of the ticket to appeal it or thirty (30) days to pay it.
- If the junk vehicle(s) or article(s) are not removed from the private property within the specified time period, a County contractor will remove them at the owner's expense.
- If the ticket is not appealed or paid within the above time frames, penalties up to 20 times the amount of the ticket can accrue and a lien may be placed on the property.

Article or Vehicles on private property

- Depending on the severity of the condition, a 30 day warning notice or an immediate \$250 ticket is issued to the property owner.
- If a warning notice is issued and the article(s) or vehicle(s) are not removed, a \$500 citation is issued to the property owner.

Note: There are non-profit organizations which will accept your abandoned vehicle if you have a title. They will pick it up for you and give you a receipt which entitles you to a tax credit as a charitable contribution. Some organizations will pay you a nominal amount for your abandoned vehicle if you have the title. Therefore, you can eliminate the violation and make some extra money at the same time.

Proper storage of boats, recreational vehicles and trailers

Boats of less than 26 feet in length are permitted to be stored on a residential property. However, these guidelines must be followed:

- They should be stored behind the front building line, behind the side street. The building line is the portion furthest from the street.

- Only one boat is permitted on the property at one time.
- The boat and place of storage must be kept clean and neat.
- Major repairs are not permitted on the property.
- The boat may not be used as living quarters and must be on a trailer for transportation.

The following regulations must be followed for recreational vehicles and campers:

- Only one recreational vehicle or camper is permitted on the property at any time.
- The vehicle or camper must be located behind the principal building and at least ten (10) feet from the rear property line.
- The vehicle must have a valid registration and tag at all times.
- Vehicle may not exceed thirty (30) feet in length and ten (10) feet in height.
- Major vehicle repairs are not permitted on the property.
- Recreational vehicle or camper may not be used as living quarters.

Trailers or mobile homes may not be used or stored outside a mobile home or trailer park unless:

- It is for temporary use during construction of a residence (must have an active building permit for residence).
- A building permit for the trailer is required. For additional information, please contact, the Department of Planning and Zoning, at (305) 375-1806.

Where to file a complaint

To file a complaint on the improper storage of a boat, recreational vehicle or trailer in a residential area, please call your Team Metro regional office. To find out which office serves your area, call (305) 468-5900 or see page 5.

How Miami-Dade County enforces the Code

- A 15 day warning notice is issued.
- A \$100 citation is issued, after the allotted 15 days, for boats improperly stored.
- A \$200 citation is issued, after the allotted 15 days, for improperly stored recreational vehicles and trailers.
- Penalties accrue and a lien may be placed on the property if the citation is not paid.

Residential installations

- Before installing a satellite dish, tool shed, carport, gazebo, deck, driveway, patio, or constructing any addition on your property, a permit must be obtained from Miami-Dade Building Department.
- Failure to obtain a permit may result in a \$200 fine and double the cost of the permit.
- Property owners must remove the violation or obtain a permit within 30 days.
- Extensions may be given, on a case-by-case basis, to correct the violation(s) if requested prior to the expiration of the 30-day period. Extension requests must be made in writing to the issuer of the warning notice or citation.

Where to obtain a permit

Miami-Dade Building Department
111 N.W. First Street, 10th Floor
Miami, FL 33128
Phone: (305) 375-2475

Where to file a complaint

To file a complaint regarding building without a permit, please call your Team Metro regional office. To find out which office serves your area, call (305) 468-5900 or see page 5.

How Miami-Dade County enforces the code

- A warning notice is issued to the property owner advising him to obtain a permit or remove the structure within 30 days.
- A \$200 civil ticket is issued to the property owner if compliance is not met.
- A lien may be placed on the property if the ticket is not paid or compliance is not met.

Business uses in residential neighborhoods

- Business activities are not permitted in a residential area.
- A business telephone is legal provided that no truck, heavy equipment, or similar vehicle is kept on the property and no storage or any other business activity is conducted on the property, including the reception of clients, supplies or employees.

Where to file a complaint

To file a complaint on a business in a residential area, please call your Team Metro regional office. To find out which office serves your area, call (305) 468-5900 or see page 5.

How Miami-Dade County enforces the Code

- An immediate \$500 citation is issued.
- If the citation is not paid, penalties accrue and a lien may be placed on the property.

ILLEGAL SALE OF VEHICLES

- Individuals cannot display on private property, in a residential zone, more than one (1) vehicle for sale at a time.
- Only two (2) vehicles can be sold from the property during a calendar year.
- All vehicles being sold must have a valid Florida license tag and be titled to the property owner.
- Vehicles cannot be sold from vacant lots, shopping centers, malls, or County right-of-ways.
- The vehicle may be towed at the owner's expense if found to be in violation.

Where to file a complaint

To file a complaint on the illegal sale of vehicles in a residential area, please call your Team Metro regional office. To find out which office serves your area, call (305) 468-5900 or see page 5.

How Miami-Dade County enforces the Code

- An immediate \$500 citation is issued.
- If the citation is not paid, penalties accrue and a lien may be placed on the property.

COLLECTION BINS OR BOXES

- It is illegal to place an unmanned collection/donation bin or box on private or public property in unincorporated Miami-Dade County.
- Private property violators are given a 72-hour warning notice for removal of the collection bin or box.
- Failure to comply with the above will result in a \$200 fine and the County's removal of the bin/box.
- Bins/boxes on public property will be automatically removed by the County.

Where to file a complaint

To file a complaint on collection bins or boxes, please call your Team Metro regional office. To find out which office serves your area, call (305) 468-5900 or see page 5.

How Miami-Dade County enforces the Code

- A 72-hour warning notice is posted on the collection bin/box.

- The County will remove the bin or box if the violator does not comply and issue \$200 citation to the owner.

MAINTENANCE OF UNIMPROVED AND IMPROVED LOTS

Minimum maintenance standards

As a homeowner in unincorporated Miami-Dade County, you are required by County Code to maintain your yard clear of debris and mow your lawn on a regular basis. A recent amendment to Chapter 19 of the Miami-Dade County Code strengthened the requirements for the control and regulation of excessive growth and accumulation of weeds, undergrowth and other plant life in lots or parcels.

Team Metro Neighborhood Compliance Officers (NCOs) routinely inspect for compliance. If your property has not been maintained, is overgrown or is found to be a health or safety hazard, you will receive an immediate civil violation notice in the amount of \$250 without prior notice if you are a first-time violator. Repeat violators may be given a ticket ranging from \$500 to \$1000. A repeat violator is someone who has been found guilty of this same violation within five (5) years. We encourage property owners to maintain their properties in accordance with the lot-clearing schedule and perform regular maintenance as follows:

- Improved lots (lots with a structure on it) must be maintained on a regular basis. The overgrowth or accumulation of grass or weeds cannot exceed twelve (12) inches from the ground for more than ten (10) percent of the area to be maintained.
- Unimproved lots (vacant properties) must be maintained, at minimum, every three (3) months. Additional maintenance may be needed to ensure compliance. The overgrowth cannot exceed eighteen (18) inches from the ground for more than fifty (50) percent of the area to be maintained.
- Owners of vacant lots are not entitled to a clearance month. Their property must be maintained at all times to avoid the above conditions.
- All vacant lots that are located 100 feet from any improved property and within 100 feet from a road must be routinely maintained according to the clearance schedule.
- Lots must be maintained and free from having any accumulation of junk and trash or abandoned vehicle(s) on the property.
- Property owners are required to maintain the swale area adjacent to their property.

- Lots or parcels are exempt when the lot is designated a Natural Forest Community, Environmental Endangered Land, Native Plant Communities, Native Habitat or a wetland as designated in Section 24-3(151) of the Miami-Dade County Code.
- Agricultural properties are also exempt from the requirements.

Lot Clearing Schedule

The mowing schedule for vacant lots is as follows:

ZONE 1.... NW 215th Street to NW 12th Street
January, April, July, and October

ZONE 2.... NW 12th Street to SW 184th Street
February, May, August, and November

ZONE 3.... SW 184th Street to Monroe County
March, June, September, and December

Where to file a complaint

To report an overgrown lot or for any issue regarding overgrowth, please call your Team Metro regional office. To find out which office serves your area, call (305) 468-5900 or see page 5.

How Miami-Dade County enforces the Code

In an effort to maintain and improve the quality and look of our community, Team Metro Neighborhood Compliance Officers (NCOs) are each assigned an area to ensure compliance with County rules and regulations. Here's how it works:

- A \$250 citation, which is payable within 30 days, is issued to the property owner upon the discovery of a violation on the property if he or she is a first-time violator.
- The property owner has the right to appeal the citation within seven (7) days of receipt of the ticket.
- The violation must be corrected within fourteen (14) days of receipt of the civil violation notice. If it is not corrected within this time period, the county contractor will clear the site and a lien will be placed on the property if the costs are not paid.
- A repeat violator shall be given a ticket ranging from \$500 to \$1000 and seven (7) calendar days from the posting of the citation to correct the violation.
- If the violation is not corrected or the ticket paid, the fine will accrue penalties up to a maximum of 20 times the amount of the ticket and a lien may be placed on the property.

Health and safety considerations

Controlling the overgrowth on a property, as well as the accumulation of junk, garbage, trash, or abandoned vehicle(s) will:

- Prevent infestation of rodents or other wild animals and the breeding of mosquitoes or vermin.
- Keep from endangering neighbors' public health and safety.
- Enhance the economic welfare of the adjacent property owners in the neighboring areas.

BUSINESS and CONSUMER INFORMATION

This helpful information is intended to aid business owners in starting and operating a business that complies with Miami-Dade County regulations.

WHO TO VISIT BEFORE YOU DECIDE TO START A BUSINESS

Before anyone can start a business, there are some steps that must be taken. Here is information on getting started.

Miami-Dade Department of Business Development (DBD)

- Small (CSBE) and minority (M/WBE) businesses (vendors, contractors, architects, engineers, etc.) that own and control at least 51% or more of the business may be eligible to participate in the County's CSBE, M/WBE and Disadvantaged Business Programs.
- CSBE, M/WBE and Disadvantaged Business Programs are designed to increase the participation of certified small, minority and disadvantaged businesses in the County's purchase of goods and services.
- Certified businesses can also participate in the County's Business Plan and Accounting Services Reimbursement Programs, and the Bond Guarantee Program, which provide assistance in developing a financial statement or tax return.

Where to obtain an application

Miami-Dade Department of Business Development (DBD)
175 N.W. 1 Avenue, 28th Floor
Miami, FL 33128
Phone: (305) 349-5960

Miami-Dade Consumer Services Department

- A license or registration is required prior to conducting the following businesses anywhere in Miami-Dade County: title loan lender, vehicle immobilization (booting) motor vehicle repair, locksmith, ambulance, moving, water remetering, cable television, non-emergency medical transportation, jitney, tour van, private school bus, taxi, special transportation service other private for-hire transportation.

Where to obtain an application

Miami-Dade Consumer Services Department
140 West Flagler Street, 9th Floor
Miami, FL 33130
Phone: (305) 375-4222 or (305) 375-2460
TDD: (305) 375-4177

Miami-Dade County Finance Department

Occupational License Office

- An Occupational License is required when conducting business in unincorporated Miami-Dade County.

Where to obtain an application

Miami-Dade Finance Department
Occupational License Office
140 W. Flagler Street, 14th Floor
Miami, FL 33130
Phone: (305) 270-4949

- Applications can also be obtained from all Team Metro regional offices. To find out which office serves your area, please call the Team Metro hotline at (305) 468-5900 or see page 5.

Miami-Dade Department of Planning and Zoning

- A Certificate of Use and Occupancy is required if a business is located in unincorporated Miami-Dade County.

Where to obtain an application

Department of Planning and Zoning
Zoning Permits Section
111 N.W. First Street, 12th Floor
Miami, FL 33128
Phone: (305) 375-2639

- Applications can also be obtained from all Team Metro regional offices. To find out which office serves your area, please call the Team Metro hotline at (305) 468-5900 or see page 5.

State of Florida

When operating a business under a name other than your personal name, the name must be registered as fictitious with the State of Florida. Here's where to get an application:

State of Florida Secretary of State
The Division of Corporation
Fictitious Name Registration
P.O. Box 1300
Tallahassee, FL 32302-1300
Phone: (850) 488-9000

In addition, all businesses that collect Florida sales tax when selling certain items must obtain a Florida Sales and Use Tax Number (DR-1). They must report Florida sales tax and discretionary taxes to the Florida Department of Revenue. Here's where to get an application:

State of Florida Department of Revenue
5050 West Tennessee Street
Tallahassee, FL 32399
Phone: 1-800-352-3671

Internal Revenue Service (IRS)

Sole proprietors, partnerships and corporations that will have employees must obtain an employer identification number (EIN) using IRS form SS-4. For further information on federal government requirements, please contact:

Internal Revenue Service
Atlanta, GA 39901
Phone: (770) 455-2360
Fax: (770) 455-2660

U.S. Small Business Administration

- Small Business Administration certified firms, socially and economically disadvantaged individuals, and firms located in areas of high unemployment are eligible for assistance from the Small Business Administration.
- The assistance that is available may be in the areas of bookkeeping, accounting, market analyses, legal services, loans, etc.

Where to apply

United States Government
Department of Small Business Administration
100 S. Biscayne Blvd., 7th Floor
Miami, FL 33131-2011
Phone: (305) 536-5521

Miami-Dade Water and Sewer Department

- If the location of your new business previously contained the same type of business as yours, you may contact the Customer Service Section at (305) 665-7488 and apply for service in the new name.

- If the location of your new business previously contained a different type of business than yours, or if the location is new and has never received service before, please contact the new business section at (305) 669-7701.

ADVERTISING DO'S AND DON'TS

Advertising the services provided by your business is certainly important to its success. However, you want to make sure that you're advertising without breaking any laws. Here are a few tips that may help you when looking for ways to legally advertise your business.

Misleading advertising and deceptive trade practices

Misleading advertising and deceptive trade practices are prohibited. An advertisement is illegal when:

- It is untrue or misleading or misrepresents goods or services.
- It fails to disclose the complete purchase price or fails to conspicuously disclose conditions or limitations on the purchase.
- Additional information may be obtained by calling the Consumer Services Department, Consumer Protection/Advocate Division, at (305) 375-3677.

Sign regulations

Illegal signs are a growing problem throughout our community. They contribute to "visual pollution."

A sign is illegal when:

- It is placed in the public right-of-way (medians and swales), on utility poles, traffic control boxes, and traffic signs.
- It endangers the public's safety.
- It creates a distraction that may jeopardize pedestrian or vehicular traffic.
- It misleads, confuses, or obstructs people seeking to locate or identify premises.
- It destroys or impairs the visual quality of Miami-Dade County.
- It is erected without a permit.
- To apply for a sign permit and complete guidelines on how to apply for a sign permit, please contact the Department of Planning and Zoning, at (305) 375-2650.

Signs Permitted

- Grand opening signs do not require a permit.

- Banners may be displayed no more than thirty (30) days prior to a special event or grand opening. It must be removed within seven (7) days after the event or grand opening.
- Balloon signs are allowed as long as a permit is obtained and all the sign requirements are met.
- Temporary signs that do not exceed six (6) square feet in area that are not electrically illuminated will not require a sign permit, but must comply with applicable technical codes.
- Traffic signs, provisional warnings and signs indicating danger do not require a permit.
- Letters on an awning, canopy, roller curtain, or umbrella sign cannot be bigger than eight-inches in height, and cannot exceed a total coverage of twenty-four (24) square feet. They are limited to the identification of the occupant and/or use of the property. No sign permit is required for the awning, canopy, roller curtain or umbrella sign, but it must comply with applicable technical codes.
- Signs required by State law or County ordinance for parking spaces reserved for the disabled or handicapped persons do not require a sign permit.
- Signs not exceeding one and one-half ($1\frac{1}{2}$) square feet in area that only have the street number, post box number, or name of occupant of premises do not require a permit.
- A permit is not needed for flags and governmental emblems, except when displayed in connection with commercial promotions.
- Legal notices, identification, information, or directional signs erected by or on behalf of governmental bodies do not require a permit.
- A permit is not necessary for signs inside buildings or structures that are not visible from public or private streets such as commercial buildings, stadiums, malls, etc. However, it must be installed in a safe manner and an electrical permit is required if it lights up.
- It is not required to get a permit for temporary holiday decorations that do not have an advertisement. The decoration cannot be up for more than sixty (60) days for a single holiday and must be removed within seven (7) days after the holiday ends.
- “Danger,” “No Parking,” “Post No Bills,” “Bad Dog,” and similar warning signs do not need a permit as long as they do not exceed an area of one and one-half ($1\frac{1}{2}$) square feet.
- A permit is not needed for signs required by law.
- Signs on bus passenger benches and shelters do not

require a permit as long as they comply with applicable technical codes.

Portable signs

- Portable signs are prohibited, including those that are tied down or temporarily anchored to an existing structure.
- Portable signs which are placed on the public right-of-way are also prohibited.

Where to file a complaint (Private Commercial Property)

To file a complaint regarding illegal signs on commercial property, please contact your Team Metro regional office. To find out which office serves your area, call (305) 468-5900 or see page 5.

How Miami-Dade County enforces the Code

- A 48-hour warning notice is issued for illegal signs on private property.
- A \$200 non-compliance citation is issued after the 48 hours.

Signs on public property

An amendment to Chapter 2 of the Miami-Dade County Code strengthened the laws that govern illegal signs on the right-of-way. Here's some helpful information:

- It is unlawful for any person to erect any sign in a right-of-way (swale or median) located in unincorporated Miami-Dade County.
- Signs cannot also be placed on utility poles, traffic control boxes, traffic signs or columns beneath underpasses.
- The most common illegal signs placed in the right-of-way are garage or real estate signs.
- Illegally placed signs on the right-of-way create visual obstructions for motorists.
- Team Metro Neighborhood Compliance Officers are assigned to areas in our community to ensure compliance with county rules and regulations.

Where to file a complaint

To file a complaint on signs on public property, please call your Team Metro regional office. To find out which office serves your area, please call (305) 468-5900 or see page 5.

How Miami-Dade County enforces the Code

- The sign is immediately removed, destroyed and an immediate ticket is issued to the erector or benefactor of the sign.
- Illegal signs in the right-of-way constructed of material known as paper, cardboard or any other material known as paper: \$100 fine

- Illegal signs in the right-of-way affixed with adhesive or glue, or secured with bricks, rocks, concrete blocks, metal rods or any other similar securing device that hinders the removal of the illegal sign: \$250 fine
- Illegal signs in the right-of-way constructed and/or framed in wood, metal or any other non-paper or non-plastic material up to 22 X 28 inches in total size: \$200 fine
- Illegal signs in the right-of-way constructed and/or framed in wood, metal or any other non-paper or non-plastic material over 22 X 28 inches in total size: \$500 fine
- Illegal signs in the right-of-way constructed of plastic or other similar plastic-like material: \$200 fine
- Illegal banners, pennants, or streamers in the right-of-way: \$500 fine
- Illegal signs in the right-of-way that penetrate or injure a tree: \$500 fine

Commercial vehicles

- Commercial vehicles, as well as vehicles owned by contractors, must display their company's name, address, telephone number, and all occupational and business license numbers.
- This information, which must be at least three (3) inches in height, must be displayed on both sides of the vehicle.
- Commercial vehicles parked on agricultural properties are exempt from this requirement.

CONSUMER SERVICES

Ambulance regulations

- The Consumer Services Department, Office of Ambulance Regulation Coordination, regulates public and private emergency ambulance services in Miami-Dade County. The Department also investigates and mediates consumer ambulance complaints.

Where to file a complaint or get information

Miami-Dade Consumer Services Department
Passenger Transportation Regulatory Division
Ambulance Regulation Coordination
140 West Flagler Street, Room 903
Miami, FL 33130
Phone: (305) 375-3677
TDD: (305) 375-4177

Cable television regulations

- The Consumer Services Department, Office of Cable Communications Licensing, regulates cable television companies in Miami-Dade County. The Department also tracks and responds to laws affecting all other telecommunication services.
- The Department investigates and mediates consumer complaints about cable television companies and provides information regarding which companies have service available in any neighborhood.

Where to file a complaint or get information

Miami-Dade Consumer Services Department
Consumer Protection Division
Office of Cable Television Coordination
140 West Flagler Street, Room 902
Miami, FL 33130
Phone: (305) 375-3677
TDD: (305) 375-4177

Cooperative Extension Service Program

- The Consumer Services Department's Cooperative Extension Service Division provides education and information on food and nutrition, parenting, home lawn and garden care, 4-H youth programs, and other topics.
- A wide array of printed material of interest to homeowners and consumers is available.
- Certification training for commercial pesticide application and other training programs are also offered.

Where to obtain training schedules and other information

Miami-Dade Consumer Services Department
Cooperative Extension Services Division
18710 S.W. 28th Street
Homestead, FL 33030
Phone: (305) 248-3311
Toll Free North Miami-Dade: (305) 251-2818

SHOPPING CART REGULATIONS

- It is against the law to remove shopping carts from the premises of the establishments that own them.
- Individuals who illegally remove shopping carts can be arrested for a first degree misdemeanor and may be sentenced to up to one (1) year in prison.
- Businesses that own shopping carts must display, in English and Spanish, a sign on each cart that states, "Any person who removes a shopping cart from the

premises of the owner or is in the possession of any shopping cart, shall be presumed to be in the possession of stolen property and is guilty by a term of imprisonment of up to one year as provided by Section 506.509 and 506.513 of the Florida statutes.”

The Director of the Consumer Services Department may exempt a business from displaying the above sign if it meets one of the following:

1. Constructs barriers to prevent the removal of shopping carts.
2. Attaches alarm mechanisms to shopping carts.
3. Employs staff to wheel customers’ merchandise to their vehicle and agrees to collect their carts if they are illegally removed.

Where to obtain a waiver application or get information

Miami-Dade Consumer Services Department
Consumer Protection Division
140 West Flagler Street, Room 902
Miami, FL 33130
Phone: (305) 375-3677
TDD: (305) 375-4177

To file a complaint about abandoned shopping carts in your neighborhood, please call Team Metro. To find out which office serves your area, call (305) 468-5900 or see page 5.

STORAGE AND MAINTENANCE OF COMMERCIAL VEHICLES

- Storage of commercial vehicles is permitted in all industrial and liberal business zones (BU-3) of unincorporated Miami-Dade County if the building or area is enclosed by a six (6) foot concrete wall.
- Maintenance of commercial vehicles is also permitted in the liberal business zone as long as it is done within a building.
- Repairs and maintenance of commercial vehicles must be conducted within a building or within an area completely enclosed by a six (6) foot concrete wall.
- When in doubt about the permitted uses on a property, please contact the Department of Planning and Zoning information staff, at (305) 375-1806.

STREET VENDORS AND PEDDLERS

Where To Conduct Business

- Peddlers are permitted to operate in Miami-Dade County, under certain conditions.
- They cannot occupy any land or parcel within unincorporated Miami-Dade County on a permanent or semi-permanent basis.
- The peddler must move continuously and only stop long enough to make a sale.
- Some of the items they may sell are balloons, flowers, fruits, and vegetables.

To find out license requirements for peddlers, call:

- Occupational License at (305) 270-4949.
- State of Florida Sales Tax at (305) 470-5001.

CONSUMER ASSISTANCE

Good consumers should keep themselves informed about how to select the best service providers. Here is some information that may be helpful.

What you should know about a contractor

- A contractor who performs construction work in Miami-Dade County must be licensed by Miami-Dade County or the State of Florida.
- Contractors who are unlicensed usually do not have proof of insurance, tell you that a permit is not required, and do not properly display their license number on either their vehicles or business cards.
- If your contractor fails to pay sub-contractors, suppliers of materials or neglects to make other legally required payments, these parties may place a lien on your property, even if you have paid the contractor in full. This claim is known as a construction lien.
- All contracts for remodeling, construction, or repair must have a notice advising the homeowner to obtain a release from individuals listed as having done work on the home prior to making payments. This avoids paying twice for the same work or prevents the placement of a lien on the property.
- Please call the Florida Department of Agriculture and Consumer Services, Division of Consumer Services, at their toll free number, 1-800-435-7352, for more information about construction lien laws.

To obtain information on whether a contractor has a license or if any complaints have been filed against the contractor, please contact:

Miami-Dade Building Code Compliance Office
Contractors Section
140 West Flagler Street, 16th Floor
Miami, FL 33130
Phone: (305) 375-2966

Selecting a private school bus service

- It's a good idea to request or investigate the following when choosing a private school bus service:
 1. Does the driver have a valid Florida driver's license?
 2. Does the driver have a valid Miami-Dade County chauffeur registration issued by the Miami-Dade Consumer Services Department and a valid certificate of insurance for the vehicle?
 3. Does the vehicle have a valid Miami-Dade County vehicle inspection decal posted in the center of the front windshield?
- It is also very important that consumers verify to see if tickets have been issued to the driver or complaints filed against the provider.

Where to call for information and assistance

Consumer Services Department
Passenger Transportation Regulatory Division
Phone: (305) 375-2460

How to pick a licensed motor vehicle repair shop

- Motor vehicle repair shops must have a Motor Vehicle Repair Registration issued by the Miami-Dade Consumer Services Department.
- Mechanics conducting major repairs at motor vehicle repair shops in Miami-Dade County must have a Mechanic Certification or Apprentice Permit issued by the Miami-Dade Consumer Services Department.
- Questions or complaints may be directed to Consumer Services Department, Consumer Protection/Advocate Division, Motor Vehicle Repairs Section, at (305) 375-3677.

For-hire vehicle regulations (taxis, jitneys, limousines, tour vans, special transportation service, etc.)

- The vehicle must be clean and in good condition.
- Jitney and fixed route service operations must display their fares on the passenger compartment and outside near the passenger entrance.

- All taxis must have a meter and the passenger only pays what the meter reads unless the passenger is originating or ending their trip at Miami International Airport where a flat fare may apply.
- The driver may only start the meter once the taxi begins the trip towards the desired destination.
- Taxis must turn the air conditioner on, unless the passenger requests otherwise, and must offer the passenger a receipt.
- The driver must obey all traffic laws and must display a Chauffeur Registration issued by the Consumer Services Department, Passenger Transportation Regulatory Division.
- Be sure to write down the for-hire license number, the vehicle color, the company name, the Chauffeur Registration number and the date/time of your trip.

Where to report a compliment or complaint

Miami-Dade Consumer Services Department
 Passenger Transportation Regulation Division
 140 West Flagler Street, Room 904
 Miami, FL 33130
 Phone: (305) 375-3677
 TDD: (305) 375-4177

Complaints on businesses, weights, measures, and sale regulations

- The Consumer Protection Division of the Consumer Services Department regulates motor vehicle repairs shops and mechanics, moving companies, locksmiths, water remetering and others.
- The Department also enforces laws that deal with advertising and deceptive sales practices, weights and measures, price misrepresentations, etc.
- Complaints are placed with the Department and records are kept on all complaints.
- The records later aid in establishing unlawful business practices.
- The Department has the authority to mediate complaints, issue citations, take legal action in the public interest and require businesses to comply with the law.
- The Department offers free monthly “how-to” small claims court clinics at different locations throughout the year.

Where to file a complaint or get information

Miami-Dade Consumer Services Department
Consumer Protection Division
140 W. Flagler Street, Suite 902
Miami, FL 33130
Phone: (305) 375-3677
TDD: (305) 375-4177

MAINTENANCE OF COMMERCIAL AND BUSINESS PROPERTY

Safety, security, and cleanliness rules

All owners and tenants are required to maintain their property in a safe, sanitary, and secure condition by:

- Keeping garbage in tightly closed receptacles.
- Keeping all accessory structures (pools, sheds, detached garages, fences, etc.) in good condition.
- Maintaining functioning lights in parking lots.
- Using signs that do not endanger public safety.
- Keeping service areas clean and free of trash accumulation.

Landscaping maintenance rules

- Landscaped areas must be properly maintained by the owner or tenant of the property.
- The areas must appear to be healthy, neat, and kept free of debris.
- A readily available water supply must be provided within 150 feet of all landscaping to be maintained.

Graffiti eradication tips and requirements

Team Metro can assist commercial businesses, as well as residential property owners, with the elimination of graffiti on walls and common areas. The following is a list of services and information provided by Team Metro:

- To participate in a graffiti paint-out, contact the Miami-Dade County Graffiti Removal Coordinator at (305) 375-3461. The Coordinator's Office will provide a group of volunteers to paint-out graffiti on your property.
- Property owners with graffiti are eligible for up to two (2) gallons of free, recycled paint or paint at a reduced price. Contact the Graffiti Removal Coordinator or your Team Metro regional office for more information. To find out which offices serves your area, please call the Team Metro Answer Center (305) 468-5900, or see page 5.
- For the names of graffiti removal products, call the Graffiti Removal Coordinator at (305) 375-3461.

Businesses are responsible for playing a part in fighting graffiti. Two signs are required by law in commercial businesses:

- One sign needs to be in clear view of the customer, near the display of spray cans or markers and should read as follows: “GRAFFITI IS A CRIME. ANY PERSON DEFACING REAL OR PERSONAL PROPERTY NOT HIS OR HER OWN WITH PAINT OR ANY OTHER LIQUID OR DEVICE IS GUILTY OF A CRIME PUNISHABLE BY IMPRISONMENT OF UP TO 60 DAYS AND/OR A FINE UP TO \$1,000.”
- The second sign needs to be in the direct view of the person responsible for accepting customer payments (cashier) at the business and should read as follows: “IT IS A VIOLATION OF THE LAW TO SELL AEROSOL CONTAINERS OF SPRAY PAINT OR BROAD-TIPPED MARKERS TO PERSONS UNDER 18 YEARS OF AGE PUNISHABLE BY A CIVIL FINE OF \$100.”

Where to file a complaint

To file a graffiti complaint, please call your Team Metro regional office. To find out which office serves your area, call (305) 468-5900 or see page 5.

How Miami-Dade County enforces the Code

- A two (2) business day warning notice is issued for graffiti on commercial property.
- Failure to remove the graffiti results in a \$250 citation.
- If the graffiti is not removed by the property owner within the two (2) business days, it will be removed by a County contractor at the owner’s expense.
- Additional penalties will accrue and a lien may be placed on the property for failure to pay the citation.
- The property owner or its agent can file a request for an appeal within two (2) business days from receipt of the ticket.

Planting of vines or shrubs

The planting of vines and shrubs prevents wall from being a target of graffiti. If you have a wooden fence, concrete wall or business, this is an excellent way to combat graffiti—providing the plantings are not in road right-of-ways creating a visual obstruction. The following is a list of plants from the Miami-Dade Park and Recreation Department that will grow up your wall, fence or place of business. These plants will grow and stick or wrap around the surface they are planted against.

1. Ficus Pumila
2. Bougainvillea
3. Passion Flower

4. Thunbergai
5. Stephanotis
6. Allemande

Bicycle parking spaces

- Bicycle parking spaces have to be located near one of the entrances to the building.
- Buildings or shopping centers that have more than one parking lot must place the bicycle parking spaces near the entrances to the buildings.
- They must be in a high visible, well-lighted location that makes it easy to use and does not interfere with pedestrian traffic or handicap accessibility.
- The spaces cannot be placed on the County right-of-way.
- The design of the bicycle rack should permit the locking of the bike's frame and at least one (1) wheel with a standard "U" lock and accommodate the typical range of bicycle sizes.
- The bicycle rack must be maintained and kept free of rust, corrosion, vandalism and possible removal.
- A permanent, above the ground sign reading "Secured Bicycle Parking" must be displayed near the parking spaces.
- If the sign is attached to a building, it must be at least five (5) feet above the ground, but cannot be installed on the County right-of-way.
- A permit is not required for the above sign.

How Miami-Dade County Enforces the Code

- A 30-day warning notice is issued to the property owner.
- A \$200 ticket is issued to the property owner after the 30 days if compliance is not met and another 20 days are given to correct the violation.
- The property owner can appeal the ticket within 20 days after receiving it or pay it within 30 days.
- A ticket can accrue penalties up to \$4000 if the ticket is not paid or compliance is not met and a lien can be placed on the property.

Where to file a complaint

To file a complaint regarding bicycle racks or signs, please call your Team Metro regional office. To find out which office serves your area, please call (305) 468-5900 or see page 5.

Litter containers

- All shopping centers, strip malls, grocery stores, restaurants and commercial establishments that sell takeout beverages or food must place a litter container near every entrance and at every 100 feet along pedestrian walkways on the property.
- Containers must be secured so that they are not removed and must be kept free of graffiti and overflowing trash.
- The location of the containers cannot interfere with pedestrian traffic or handicap access.

How Miami-Dade County enforces the Code

- A 30-day warning notice is issued to the property owner.
- A \$100 is issued to the property owner after the 30 days if compliance is not met and another 20 days are given to correct the violation.
- The property owner can appeal the ticket within 20 days after receiving it or pay it within 30 days.
- A ticket can accrue penalties up to \$2000 if the ticket is not paid or compliance is not met and a lien can be placed on the property.

Where to file a complaint

To file a complaint regarding litter containers, please call your Team Metro regional office. To find out which office serves your area, please call (305) 468-5900 or see page 5.

WATER AND SEWER SERVICES

How to apply for service

- For new service, transfers or disconnections, call the Miami-Dade Water and Sewer Department's (MD WASD) Customer Service Unit at (305) 665-7488, Monday through Friday between 8 a.m. and 5 p.m.
- For billing inquiries, payment extensions, penalties, investigations or complaints, call the MDWASD's Customer Relations Unit at (305) 665-7477, Monday through Friday between 8 a.m. and 7 p.m.

What to do if you receive a high bill

- If you notice a significant increase in your water and sewer consumption, and your plumber has not detected a leak inside your home, a High Bill Investigation may be requested.
- As a safety net, if any water and sewer bill shows a 100 percent increase or higher, the MDWASD automatically sends out a representative to check your meter.

- To request a High Bill Investigation, call the Department's Customer Relations Unit at (305) 665-7477. There is no charge for an investigation if your bill is 50 percent higher than the previous quarter's consumption.
- When there was an incorrect reading.

When are billing adjustments made

- When there was an over or under estimate which may occur when the MDWASD is unable to gain access to the water meter for your property.
- When leakage occurs at the outlet side of the meter which is where your pipe connects to the Department's water meter.
- When acts of vandalism have occurred requiring the water service to be physically disconnected by the department and a police report is filed; submit your request with a copy of the police report to MDWASD.
- When there is an underground or concealed leak; the MDWASD will assume 50 percent of the water loss and 100 percent of the sewer loss, above your previous year's average, or the projection after repairs are made. The customer must provide a letter stating the date of repairs, location of leak and the material used to make the repairs.

Emergencies after hours

Staff at MDWASD's 24-hour Communications Center's Emergency line, (305) 274-WASA (9272) assist customers with problems that may arise after hours.

Sub-meters

- If a considerable amount of the water you use in your home does not enter the sewer system, as is the case with water used for irrigation or to fill swimming pools, a sub-meter may save you money.
- By installing a sub-meter, you will be able to water your lawn and fill your pool without paying a sewer charge for the water used.
- For more information on sub-meters, call the MDWASD's Customer Relations Unit at (305) 665-7477.

Water conservation

- The MDWASD has a 24-hour telephone WATERLINE, (305) 448-SAVE, providing information about water conservation, Xeriscape, water quality, environmental tips, water restrictions in Miami-Dade County, water treatment, water saving devices and tours to the treatment facilities.
- Residents may also request free water conservation kits via the WATERLINE at (305) 448-SAVE.

Swimming pool credits

- Since the water used to fill the pool does not enter the sewer system, the MDWASD offers a once-a-year pool credit to customers who are completely filling their pool or when any kind of repair and/or maintenance requires that the pool be emptied and filled completely. To obtain a credit for the water used, please apply in writing including the following information:
 1. Dimension and size of pool
 2. Service address
 3. Account number
 4. Date pool was filled
- Mail letter to:

Miami-Dade Water and Sewer Department
Customer Relations Unit
Miami, FL 33233-0316
Write “POOL CREDIT” on the left hand corner of the envelope.

HEALTH AND PUBLIC SAFETY MATTERS

Vaccination requirements for children going to school

- Any child entering a school or child care facility must have proof of immunization or an exemption. The following items can serve as proof of immunization:
 1. A certificate of immunization (Children and Families form 680) available at Children and Families Public Health Units and physicians' offices.
 2. A complete student Health Examination (Children and Families form 3040), including proof of tuberculin test, reading of the test, and appropriate follow-up.
 3. Proof of two doses of the measles vaccine for all children entering public and non-public kindergarten, first grade, and second grade.
- For further information, contact the Department of Health's Special Immunization Program at (305) 376-1976.

County public hospital

Jackson Memorial Hospital (JMH), governed by the Public Health Trust, is Miami-Dade County's only public hospital and the primary teaching hospital for the University of Miami School of Medicine.

Here is more information on JMH:

- The JMH Ambulatory Center is located at 1611 N.W. 12th Avenue.
- The main number for appointments for a variety of clinics including dentistry, family medicine, gynecology, high-risk pregnancy care, pediatrics, oncology and immunology is (305) 585-6000 (available 24 hours).
- The phone number for eligibility, credit, and classification is (305) 585-2222.
- JMH issues clinic cards and the Office of Credit and Classification determines the patient's fee. A clinic card is required for everyone receiving services.
- A patient should provide identification, proof of income, address, unpaid medical bills, alien registration, 1-94 Medicare or Medicaid Card.

Other important numbers:

Crisis Intervention(305) 355-7000
Emergency Care Center(305) 585-6901
Emergency Pediatric Walk-In(305) 585-7600
Mental Health Information(305) 355-7000
Patient and General Information(305) 585-1111
Patient Relations(305) 585-6581
Private Patient Referrals(305) 547-5757
Rape Treatment Hotline(305) 585-7273

Emergency and disaster response

Preparing for an emergency

In the event of an emergency or disaster, the best way to protect you and your family is to plan ahead. By doing so, you will be ready to take action when and if an emergency situation arises. Use the following list as a guideline for preparing an emergency plan:

Natural Disaster

- Make a list of all medications everyone in the family is taking.
- Make a list of doctors, relatives, and friends who should be notified if you are injured.
- Keep battery-powered radio and flashlight with extra batteries for each.
- Store non-perishable food and water for you, your family, and pets.
- Assemble the above general and medical supplies that you may need during an emergency. The supplies should be enough to last three (3) days.
- Store the above supplies in an easy-to-carry bag, label the bag and put it in a safe place.

- Find the safest spots in your home for different types of emergencies.
- Post emergency phone numbers near the telephone.
- If you have home health care service, discuss emergency arrangements with them in advance.
- Train family members on how to operate necessary equipment in case you need their help.
- Plan and practice the best escape route from your home.
- Locate the nearest shelter and determine the methods of reaching it in the event of an emergency.
- All American Red Cross emergency services are provided free of charge.
- If you or a family member needs special assistance for emergency transportation, call your local American Red Cross.

Fire

- Plan two escape routes out of each room in your home and workplace.
- Always use the stairway when escaping a fire, never an elevator.
- Sleep with the bedroom door closed. This will protect you from the toxic fumes of the fire.
- Change the battery on your smoke detectors once a year and test them on a regular basis.

Free literature

The following may be ordered free from your local American Red Cross Chapter:

- Preparing For Emergencies: A Checklist For People With Mobility Problems; Stock #ARC4474 (English).
- Emergency Preparedness Checklist; Stock #ARC4471 (English); Stock #ARC4471S (Spanish).
- Your Family Disaster Plan; Stock #ARC4466 (English); Stock #ARC4466S (Spanish).
- Your Family Disaster Supplies Kit; Stock #ARC4463 (English); Stock #ARC4463S (Spanish).
- Tornadoes: Nature's Most Violent Storms; Stock #ARC5002 (English).
- Flash Floods and Floods: The Awesome Power!; Stock #ARC4493 (English).

Emergency Operations Center

- As soon as an emergency or disaster occurs, it is reported to the Fire Communications Office.
- The Fire Communications Office is the point of contact for gathering and documenting information

related to a significant event.

- It is also the responsibility of the Fire Communications Office to provide ongoing assistance and support to the persons responding to the emergency or disaster.
- The Communications Division of the Miami-Dade Fire Department provides Fire Rescue officials and the news media with current and accurate information during an emergency or disaster.
- In the event of a disaster, residents can verify information by calling the Team Metro Answer Center at (305) 468-5900.
- All recorded information, either radio or telephone, is public record and can be obtained by filling out a standard form.
- It is the responsibility of the Fire Department to provide guidelines for the retrieval of recorded communications.
- For more information on emergency disaster response, please call the Emergency Operations Center at (305) 468-5400. For TDD, please call (305) 468-5402.

Driving under the influence (DUI)

- Driving under the influence of alcohol or impairing substances is a violation of Florida Statute, Chapter 316.193.
- Intoxication is measured by the blood alcohol content (BAC).
- If the BAC is above the legal level, a driver may be arrested, license suspended or revoked, sentenced to jail, fined, sent to mandatory alcohol education classes, and required to pay higher auto insurance.
- Two to four drinks on an empty stomach within an hour can cause a blood alcohol level of eight percent (8%), which is an illegal blood level while driving.
- You will not be entitled to a lawyer prior to taking an alcohol blood or breath test.
- If you refuse to take a blood or breath alcohol test, your license will automatically be suspended.
- Regardless of age, driving while intoxicated is a criminal offense.
- Call “911” and provide the following information if you spot an impaired driver:
 1. Your location.
 2. Location and direction of the drunk driver.
 3. Make and color of the car.

4. License number.
 5. Time observed.
- Do **not** do the following if you spot an impaired driver:
 1. Stop the driver.
 2. Help if it means exceeding the speed limit or breaking other traffic laws.
 3. Follow too closely or take other hazardous actions.
 4. Act as a police or medical person, unless trained and authorized.
 5. Help an officer unless requested to do so.

Crime prevention tips

Crime has become a problem in some neighborhoods. Here are some tips on preventing crimes from occurring in your home or a vehicle:

- Install deadbolt locks in your home and keep them locked.
- Change the locks when you move into a new home or lose your key.
- Install and use a peephole in your house.
- Never open the door to strangers or let them know you are alone.
- Lock the windows of your house.
- Keep your garage, basement, roof, etc. locked.
- Mark all valuables with your driver's license number and state's abbreviation.
- Hang up and report nuisance callers to the police.
- Leave outside lights on when you go out at night.
- When returning home, have your key in your hand.
- If you are taking a trip, temporarily cancel the delivery of your newspaper, turn the volume of the telephone ringer down, place your lights on timers, and notify your neighbor that you will be away.
- When riding a bus, sit in the front near the driver.
- When riding a train, choose a car with several passengers.
- Keep the doors of your car locked.
- While in a car, hide your purse out of sight.
- Lock all valuables in the trunk of the vehicle.
- If harassed at an intersection, drive away without responding.
- To request a security survey of your home, please contact your Miami-Dade Police station.

Crime watch information

- Citizens' Crime Watch is a Countywide program that works with the police to identify and prevent crimes in our neighborhoods.
- In order to organize a crime watch, all you need is concerned neighbors and a group of people who are willing to organize to stop crime.
- By participating in a crime watch, residents get to know their neighbors and community pride is developed.
- Many crime watch groups display signs identifying themselves as a Citizens' Crime Watch. This may help to deter crime because it lets the criminals know the residents are watching them.
- Each crime watch group has a chairperson who runs its meetings and block captains who keep them informed.
- Block captains are the link between the residents and the Chairperson.
- In order to ensure that everyone is kept informed, crime watch groups develop telephone chains that serve to get information to all its members.
- Block captains are responsible for recruiting new members on their block and keeping the telephone chain updated.
- Crime watch groups usually meet once a month to discuss problems in their area.
- The chairpersons are members of the Citizens' Crime Watch Board of Directors. They meet once a month at the office of the Citizens' Crime Watch of Miami-Dade County, Inc., 1515 N.W. 79th Avenue, to discuss issues concerning their neighborhood.

Where to obtain crime watch information

Citizens' Crime Watch of Miami-Dade County, Inc.
1515 N.W. 79th Avenue
Phone: (305) 470-1670

Citizen Advisory Committee (CAC)

- A Citizen Advisory Committee (CAC), which serves as an advisory board to the District Commander of a Miami-Dade Police Station, meets on a monthly basis to discuss issues concerning residents in the area.
- CACs operate in eight of Miami-Dade Police Department's nine district stations.
- Anyone who lives in the area, is concerned about the community's relationship with the police, and is sensitive to the needs of the community can join the CAC in his district.

- Membership in a CAC provides an opportunity for citizens to assist their police department by advising them on topics such as community relations and crime prevention.
- Through these meetings, CAC members aid the police in identifying particular problems that require police intervention.
- Committee members are appointed by the County Manager through recommendations from members of the County Commission, the Community Relations Board, the Community Action Agency, District Commanders and other interested parties.
- Each committee selects a chairperson, vice-chairperson, their meeting site, and establishes its own rules and procedures.
- The Chairperson and District Commander jointly establish agenda procedures.
- All meetings are announced via the media and are open to the public.
- Get involved in fighting crime and making our neighborhoods safer! Attend your local CAC meeting.

How to report sewage overflow and flooding

- The existence of ponding may be a result of excessive rain, inoperative drainage, or drainage that needs to be upgraded.
- When ponding occurs on public property, a drainage inspector visits the site to determine the cause of the problem.
- Ponding inspections must be made at the time ponding occurs.
- To report ponding, call your neighborhood Team Metro office. To find out which Team Metro office serves your area, call the Team Metro Answer Center, (305) 468-5900, or see page 5.
- To report an overflowing septic tank, call the Department of Environmental Resources Management's (D.E.R.M.) hotline at (305) 372-6980.
- To report an overflow, sewer back-ups or pump station alarms, call the Miami-Dade Water and Sewer Department's 24-hour communications center at (305) 274-WASA(9272).

See the Environmental Issues Section for more information on services provided by DERM, pp. 19-21.

Baby stroller parking and permits

- Businesses, except industrial, are required to provide parking spaces specifically for persons transporting children under the age of three (3) if they have at least 100 parking spaces.

- One (1) baby stroller parking space is required if a business has 100 spaces.
- Two (2) parking spaces are required for businesses having between 101 and 500 parking spaces.
- Three (3) baby stroller parking spaces are required for businesses that have more than 500 and up to 1,000 parking spaces.
- Businesses that have more than 1,000 parking spaces must have one (1) additional baby stroller parking space for every 500 parking spaces.
- Baby stroller permits can only be purchased by the child's mother, father, or legal guardian.
- A permit must be purchased for a minimum of six (6) months and maximum of the child's 35th birth month.
- To purchase a baby stroller permit, constituents must present a photo identification and an original child's birth certificate, documentation from the hospital showing the parents' names, or baptism certificate showing the parents' names.
- The cost of a permit is \$.50 per month, plus a \$1.50 service fee.
- If your permit is lost, a replacement may be purchased for \$1.00, plus a \$1.50 service fee.
- There is a maximum of two (2) baby stroller permits per child.
- Baby stroller permits must be placed on the rear view mirror of your vehicle.

Where to purchase a baby stroller parking permit

Miami-Dade County Finance Department
Tax Collection's Division-Auto Tag
140 West Flagler Street, Room 101
Miami, FL
Phone: (305) 375-5678

South Dade Government Center
10710 S.W. 211th Street
Miami, FL
Phone: (305) 375-5678

All Team Metro offices. For locations, please see page 5.

Handicapped parking and accessibility regulations

- Handicapped individuals can purchase a "disabled parking permit" that will be valid for four (4) years.
- The permit allows a person to park in spaces marked "Parking By Disabled Permit Only" both on the street and in parking lots for which you meet eligibility requirements.

- Individuals with a disabled parking permit can also park in spaces designated for baby stroller permit holders; however, baby stroller permit holders cannot park in handicapped designated spaces.
- A second permit can be obtained to carry with you when riding in another person's car, driving a different car to work, etc. You must be a passenger or driver anytime your permit is used.
- Application forms for four (4) year and 90-day exemption parking permits are available at any tax collector or tag agent's office.
- Private auto tag agencies can be found in the yellow pages of the telephone book under license services.
- Applications must be certified by an authorized medical practitioner or agency.
- Parking permit fees are set by law at \$15; one additional 4-year permit may be obtained for \$1.
- Parking is free in metered spaces on the street and in parking lots operated by county or municipal government including lots at the airport, seaport and parks.
- "Parking By Disabled Permit Only" spaces are required to be twelve feet wide and have a five-foot access line beside them.
- Facilities built after 1987 are required to provide "Parking By Disabled Permit Only" spaces according to a table based on how many spaces are provided overall.
- If you live in a multi-family dwelling with four or more units and you need, because of your disability, a wider parking space or a space closer to the door, you may be able to obtain it as a reasonable accommodation.
- If a facility was constructed in violation of the state or local Code, the owner can be required to change it to meet the requirements of the current Code.
- To report a violation of state building code requirements, contact the municipal Building and Zoning Department. If the violation is in unincorporated Miami-Dade County, call the Building Code Compliance Office at (305) 375-2966.
- To file a complaint of discrimination under the Fair Housing Act, call the Miami-Dade County Equal Opportunity Board at (305) 375-5272.

Where to obtain a parking permit

Miami-Dade County Finance Department
Tax Collection's Division-Auto Tag
140 West Flagler Street, Room 101
Miami, FL
Phone: (305) 375-5678

South Dade Government Center
10710 S.W. 211th Street
Miami, FL
Phone: (305) 375-5678

Where to file an ADA complaint

Miami-Dade County Office of ADA Coordination
111 N.W. First Street, 6th Floor
Miami, FL
Phone: (305) 375-3566

How to request accommodation at a public meeting

- It is County policy to hold all public meetings in locations that will be accessible to persons using wheelchairs. However, if you use a wheelchair or walker or can not climb stairs, it is a good idea to check first with the department to make sure that your access needs will be met.
- If you are deaf or hard of hearing and need a sign language interpreter or a listening device, you should contact the department at least five (5) days in advance.
- Blind individuals should contact the department at least five (5) days in advance if meeting materials are needed.

What is a homeowner or condominium association

- A homeowner or condominium association is a non-profit organization created by property owners.
- Homeowner association charter bylaws are established under the laws that regulate corporations in the State.
- Bylaws outline the authority of an association, role of officers, its policies and procedures, and meeting dates.
- Associations must have insurance coverage for the association and its common areas (areas of the development jointly owned by every property owner).
- An association is responsible for maintaining all common areas within its development.
- When managed properly, the existence of a homeowner or condominium association protects the value of the property by ensuring that the property is well maintained.
- In many cases, associations provide recreational facilities for their residents.
- Homeowner and condominium associations are usually mandatory for individuals owning property in a private community.
- Membership in an association requires that property owners pay an association fee. The fee and its payment schedule are established in the bylaws.
- Residents must follow all the rules and regulations of the association. The association is responsible for enforcing its own laws.

- Individuals interested in obtaining information on starting a condominium association should call the Condominium Bureau at 1-800-226-4472.
- A condominium association must file a Declaration of Condominium with the Division of Land Sales, Condominium and Mobile Homes. The address and phone number are as follows: Northwood Centre, 1940 North Monroe Street, Tallahassee, FL 32399-1033; (850) 488-0725.
- Condominium associations must also record their Declaration of Condominium with the Miami-Dade County Recording Office. Their address and phone number are as follows: 44 West Flagler Street, 8th Floor, Miami, FL 33130-7777; (305) 275-1155.
- Property owners who are interested in starting a homeowner's association can call the Division of Corporation at (850) 488-9000 or the State Laws Bureau at (850) 488-8427.

Homeless assistance information

- Miami-Dade County's Department of Human Services, Office of Community Service's (DHS/OCS) Homeless Assistance Program provides information and assistance to homeless individuals and families in accessing housing and services that are available to Miami-Dade County's homeless population.
- The Miami-Dade County Homeless Trust coordinates outreach, assessment, placement, and referral services throughout Miami-Dade County with the following Trust-funded service providers: DHS/OCS (county-wide); City of Miami (the City of Miami); Douglas Gardens Community Mental Health Center (Miami Beach); and Methathrapy Institute, Inc. (South Dade).
- An assessment is conducted through an interview process to determine the need for services such as immediate medical attention, mental health, employment, housing only, and other social services.
- Referrals to housing with needed services is provided to homeless persons desiring assistance. The level of housing and/or service recommended is based upon the client's need at the time of assessment. Written consent is required from the client prior to placement.
- The provision of housing and/or services is defined in the following categories: emergency or temporary care (7-30 days); primary care or transitional housing (6-9 months); advanced care or permanent/supported housing (1-2 years); boarding home (up to six months); and services only.

- Persons with questions or concerns regarding the provision of housing or services for homeless persons may contact the County's Homeless Assistance Program at (305) 638-6368 for information county-wide, or the outreach office in their area:

Area/Agency

Phone

Miami Beach/Douglas Gardens Community
Mental Health Center(305) 672-0361
South Dade/Metatherapy Institute, Inc.(305) 247-1949

- Persons with non-emergencies may contact their nearest health center for assistance or their local Team Metro regional office. To find out which Team Metro office serves your area, please call (305) 375-5656, or see page 5.

INFORMATION RESOURCES IN YOUR NEIGHBORHOOD

There is a wealth of information made available by Miami-Dade County. Use these resources to learn more about our services.

How to apply for a library card and use the library system

By using a library card, individuals can enjoy the marvelous world of knowledge and entertainment through books, magazines, videos, compact discs, cassettes, and framed art. Library cards are free of charge to residents who live in unincorporated Miami-Dade County. Residents of municipalities such as Aventura, Bal Harbour, Bay Harbour, Hialeah, Miami, Miami Shores, North Miami, North Miami Beach, Opa-Locka, Pinecrest and Surfside can also obtain a library card; however, they must pay an annual fee. Anyone wishing to obtain a library card should know the following:

- Applications for library cards are available at all libraries, as well as all Team Metro regional offices. To find out which Team Metro regional office serves your area, please call the Team Metro Answer Center, (305) 468-5900, or see page 5.
- To obtain a library card in the Miami-Dade Public Library System, residents must provide proof of home address or a property tax receipt.
- The library should be notified of a change of address as soon as possible.
- All libraries issue cards that can be used at all their facilities.
- Library users can return materials to any library, regardless of what location was used to borrow them.
- All libraries have after-hour book drops.
- Cardholders are responsible for all items checked out on their cards. They will be charged for any lost or damaged materials.

- When an item is overdue, the cardholder will be charged a fine. Overdue fines range from five cents (\$.05) per day and up, depending on the type of material borrowed.
- The Miami-Dade Public Library System currently has twenty-six (26) neighborhood branches, the Main Library in downtown Miami, four regional libraries, and the Talking Books Library.
- For the location of the library nearest you, please call the Team Metro Answer Center at (305) 468-5900, or see page 5.

Team Metro public information resources

- For your convenience, all the Team Metro regional offices have an abundance of free pamphlets, brochures, newsletters, and flyers.
- These materials contain valuable information pertaining to County services, crime prevention, social services, local organizations, etc.
- The public is encouraged to visit their local Team Metro regional office. For the location of the Office that serves your area, please call the Team Metro Answer Center at (305) 468-5900, or see page 5.

Public access to County records

- County records are public information.
- Anyone desiring to obtain access to County information may do so by contacting the department that maintains the record you need.
- The department will provide you with a copy of the requested material(s). However, some departments charge a minimal fee for copies of records.
- All Team Metro regional offices are equipped with a public access computer and residents can use it, free of charge, to obtain County-related information.
- You can use the public access computer to view information in the following areas:
 1. Civil Court
 2. Criminal Justice
 3. Marriage License
 4. Occupational License
 5. Parking Violations
 6. Planning and Zoning
 7. Property Appraisal
 8. Tax Collection
 9. Waste Management Accounts
- Miami-Dade is on the World Wide Web. Visit our home page at:
<http://www.metro-dade.com/teammetro/teammetro.htm>

Alex Penelas
Mayor



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County Attorney

Miami-Dade County provides equal access and equal opportunity in employment and services and does not discriminate on the basis of disability.
"It is the policy of Miami-Dade County to comply with all of the requirements of the Americans with Disabilities Act."



"LOVE YOUR NEIGHBOR"

